



Evelyn Street Primary School

Evelyn Street
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Head teacher:

Mrs J Hindley BA Hons NPQH

School Access Protocols 2017

BREAKFAST CLUB

Open at 8am

Children come in through children's entrance using intercom system

Breakfast finishes at 8.35am (except for exceptional circumstances)

CHILDREN'S ENTRANCE

Children not to be on school premises before 8.30am – unless attending school club or breakfast clubs

Children must not use the football area before or after school

The caretaker should unlock the football area must be between 8.50am and 3.15pm

At 8.50am the caretaker should open the children's entrance.

An adult must stand at the door to green the children.

Adults/parents must not enter the building unless they have an appointment with a staff member or are accompanied by a member of staff.

Parents/carers should be advised to make an appointment at the office if they wish to speak to a member of staff.

At 9.00am the caretaker should close the gates and check all doors are locked (following fire procedure guidelines)

LATE CHILDREN

Children must enter through the main office doors and wait in the foyer with parent/carer until assembly has finished.

END OF THE SCHOOL DAY

School finishes at 3.15pm

School gates are opened at 3pm

No dogs on the school grounds

LATE PARENTS/CARERS

Children are taken to the school office by a member of staff and they must wait with them for the parent/carer to arrive.

Children in YRs 4/5 & 6 are allowed to go home on their own with parent's permission.