



## SECURITY PROCEDURES GARROWHILL PRIMARY

### ACCESS TO PLAYGROUND

**In the morning pupils will enter the school through The Maxwell Road Gate.**

This will be subject to review in August 2015 when the work on the demolition of the old school is complete and our Bakewell Road gate is operational again.

The Head Teacher, Depute Head Teachers Support Staff and Janitor provide an adult presence in the playground from 8.50am

We ask that all parents wait outside on the pavement – a clear view of the playground is available through the railings.

### PROCEDURE FOR VISITING SCHOOL

Until such time as our main entrance and pedestrian pathway to our main reception is completed, parents wishing to access the school office should make their request to the member of staff on duty at the school gate.

Parents arriving for appointments throughout the school day should enter via the Maxwell Road gate, cross the playground and ring reception buzzer. Parents should make every attempt to arrange pick up for appointments out with children's break times which are 10.30-10.45 and 12.15-1pm

Parents should always make prior arrangements with the school if a child is to be collected for appointments during the school day or if a parent wishes to speak to a member of staff.

### PROCEDURES FOR THE END OF THE SCHOOL DAY

Parents/ carers, collecting their child at the end of the school day and who continue to feel the need to do so from the school playground should enter the school by either Maxwell Road Gate or the temporary gate on the corner of Maxwell and Bakewell Roads.

All parents should have made clear arrangements with their child as to where in the playground their child should expect to see them. Parents should stand well back from the two pints of exit for pupils to allow staff and children a clear view of the playground.

All children are advised by staff that if a parent has arranged to meet them and is not present they return to school with a teacher. Children in P1-3 would not be allowed to leave without an adult. The HT/DHT are always present at exit gates at 3pm to support children.

We ask that all parents/ carers in the school give increased thought and consideration to

1. arriving at school in **reasonable time** for the 3pm dismissal.
2. **decreasing congestion** by not remaining on the pavement once you have collected your child
3. **parking** with increased consideration for pedestrians and other car users
4. ensuring younger siblings are **monitored closely** within a busy waiting areas – no child should be allowed to 'play' on playground games or cycle freely.