



# School Security and Access for Parents - Primary

We want our school to be a welcoming place for all pupils and their families. It is important to ensure children, staff and visitors feel safe and secure at school. To help us do this we need to know who is in our school.

We ask all parents to follow these simple procedures to help us keep everyone safe.

When visiting the school always go to the Reception first, you will be asked to sign the visitor's book and given a visitor badge. Please ensure you return your badge and sign out at Reception when you leave.



Always drop off or pick up your child P1-7 in the school playground. Please don't use pupil entrances to enter or leave the building, unless using a specified entrance for collecting children from After-School Club.



Always make an appointment where possible by contacting the School Office. Staff members may not be available to speak to you if an appointment has not been made.



Parents of Nursery children are welcome to use Nursery entrances when dropping off or picking up your child. If you need access to the rest of the building, then always use the main entrance and report to Reception.



Please note the above arrangements will apply during normal school hours. For any other special events and or clubs which are run after school, different security arrangements may apply.