

Beaufront First School

Nurturing happiness, achievement and respect

Headteacher: Mrs Eileen Daniel

Morning and Entry to School Procedures. Reviewed 4/3/16

Staff and pupil discussions have led us to agree to the following:

- In school children are advised to adhere to the “walking path/verge” rule. To help us reinforce this message, we would ask that you also encourage walking from your vehicles to the school yard.
- Adults to accompany children INTO the yard.
- Gate to be closed after entry of each person or group.
- Staff will be available to supervise children at 8.50 a.m.
- Any children who wish to play on the climbing frame can only do so if their parents or nominated adult are standing beside the climbing frame and are actively supervising children.
- As far as possible please communicate any changes in pick up or drop off arrangements via the message book. Any messages to be written in the book held by the member of staff on duty. The book will then be given to Fran at 8.55 a.m.
- Please try, wherever possible, to avoid ringing in with messages during the day.
- The answer machine will be on between 11.00a.m. and 12.00 midday to give Fran at least one uninterrupted hour.
- Any parent who, in exceptional circumstances, needs to leave children at school earlier than 8.50 a.m. should make arrangements with Mrs. Daniel the day before. Mrs. Daniel will then co-ordinate with staff to see if some provision can be made.
- All adults must enter school via the front door only. If planning to stay in order to help in school (i.e. if going beyond front lobby area), please sign the visitors book and pick up a visitors or helpers badge. **Any parent in school after 9.00 a.m. must have signed in and be wearing a badge.**
- If adults need to leave messages/slips/ payments:
 - Post slips etc. through front door letterbox
 - If you have any queries regarding payments etc., please write these down and pop into the letterbox.
- Queries can of course be addressed via email to admin@beaufront.northumberland.sch.uk
- **Only Mrs. Booth or another member of school staff must open the front door.** This is because as part of our ongoing responsibility and commitment to safeguarding, we must ensure that we know who is in the building at all times.
- Any pupil arriving after 8.55 a.m. must enter via the front door and report to Mrs. Booth. After 9.00 a.m. it will be necessary to award a late mark.
- In very rainy weather or if the yard is dangerous due to snow and ice, please enter via the front door where you will be met by the member of staff on duty from 8.50 a.m. onwards. Children will be asked to come in on their own, so be prepared to leave them at the door.
- If you wish to come in to school to change reading books or hunt for lost property or speak to staff, you are very welcome to do that at the end of the day.