Access Policy

Dromore Road Primary school endeavours to create a safe and secure environment. In view of increased awareness of child protection and to ensure the safety of all children, the Board of Governors has implemented the following:

Supervision in the school playground commences at 8.45am. Pupils should not be on school property before this time.

Children do not have access to the classrooms before the school day begins. If pupils arrive before 9am, they should proceed directly to the playground where they will be supervised. We encourage pupils to drop their child off and leave promptly. Before 9am, the bell will ring. The children will line up and will then enter the school by the doors opposite the playground (children’s doors). Lessons begin at 9am.

On wet days the children should enter the school through the children’s entrance where they will be supervised in the assembly hall.

The pupil entrance door should primarily be used by children and staff – though we recognise that occasionally a parent/guardian may want to accompany a child in P1 to the classroom door.

If parents/guardians need to speak to a staff member in the morning, arrangements should be made with the secretary. Parents should not use the pupil entrance doors for this purpose.

Children who arrive at school after 9.00am should use the main doors and report immediately to the school office to be marked present and to make lunch/dinner arrangements. Pupils will also be asked to sign the late book.

For Health and Safety reasons, the main car park entrance gate will be closed just after 9am. The pedestrian access will be closed at break and lunch.

Children must be collected at 2.50pm, unless the children has approval from the Principal to participate in after school activities. It is our policy that children should be collected by their parent or a designated adult. If anyone else is to collect your child, please let us know. Parents/ guardians of Y1, 2 and 3 should collect their child from the front door.

Parent/guardians should use the main doors when accessing the school. The secretary or a member of staff will deal with any queries at the reception window. If the office is unmanned, please ring the bell.

Parents/ guardians should not enter the classroom during school hours.

Any parent wishing to discuss any matter with the Principal or teacher should make an appointment through the office.

Parents are welcome to report any day to day incidents or information directly to the office either orally or in written form. This information will be passed to the class teacher.

If a parent urgently needs to speak to the Principal, arrangements will be made to accommodate an appointment bearing in mind the needs of the school and the Principal’s teaching duties.

We appreciate the support of parents/ guardians in implementing these arrangements to protect and safeguard the school community and will review them as necessary.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairman)

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_