

Growing together to achieve international success



# Entry and exit protocol

Including EYFS

**This is a whole school policy**

**Revised: September 2022**

**Ratified by the Headteacher and Safeguarding Lead**

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## ENTRANCE

Secondary students will be admitted from 8.15am to 8.25am via Portobello South Gate. Early years and Primary pupils will gain access from 8.50am to 9am through the St Lawrence Terrace gate.

Pupils from Primary 2 upwards will go directly to their classrooms where their first period teacher will be awaiting them.

Infantil and Primary 1 pupils will wait with their teacher in the designated area under the marquee.

Only Infantil families are allowed to accompany their children beyond the second gate to the marquee. Families are asked to remain inside the school grounds for the minimum time necessary to farewell their children.

## DELAYS AT THE ENTRANCE

Infantil and Primary students arriving late to school should go to the main entrance in Portobello.

Secondary students arriving late to school should wait outside the building until 8.40 when the on duty staff will open Portobello North Gate. They will then be allowed to join their first hour class.

## EXIT

Pupils from Primary 6 onwards will leave the school on their own and no written authorisation will be required. Their families must pick them up outside the school grounds if they wish to do so.

All pupils from Infantil to Primary 5 will be hand-delivered to their families or to the person authorised in writing to collect them. The drop off will take place under the marquee for all groups with the exception of Infantil 3 and 4, which will take place at the gate of the fenced playground.

On rainy days, collection for Infants 3 and 4 will also take place under the marquee.

In the event that students extend their stay at the school for extracurricular activities, their teachers will take them to the gym before going out to the playground with the rest of the class. The extracurricular monitors will pick up the child depending on the activity to be carried out. **The family must notify the after school club manager before 13:00 that they will be attending the activity.** This guarantees the correct supervision of the pupils who remain at the school after the end of the school activities. If this is not the case, the conditions set out in the paragraph "Late pick-up" will apply.

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## PICK-UPS OUTSIDE SCHOOL HOURS

If parents wish to use the after school club service, they should contact the person in charge of the service directly before 15h. No pupils are allowed to be dropped off in afterschool club if no notice is given before 15h.

## PICK UP DELAYS

In the event that a family of an EYFS or Primary pupil is late in collecting their child after 15:30, the tutor or teacher, after contacting the family, will accompany the child to the afterschool club. The cost of the service will be £4 (Infant 3 to Primary 2) or £5 (Primary 2 onwards) for the first hour or fraction of an hour

If it has not been possible to contact the family after 16.30, RBKC social services and/or the police will be contacted. In the event of continued delays, the protocol established by the school will be applied, which, in the most serious cases, includes communication to the social services of the district.

## ABSENCES

Families must notify the school of their children's absences.

**Planned Absences** – e.g. doctors appointments, open days, etc.

- Before the absence is scheduled to take place, an “Application for Leave of Absence” form must be completed, signed by a parent/carers and given/emailed to the pupil’s tutor and Administration.
- Unless notified otherwise, the absence has been approved.

**Unplanned Absences** – e.g. illness

- If students are unwell, parent/carers must inform us via email (both to [canada.blanch.uk@educacion.gob.es](mailto:canada.blanch.uk@educacion.gob.es) and to the tutor’s email) on the day of the absence.
- The absence will stay unauthorised until we receive this, and may result in a detention.
- If a pupil is absent for more than 5 working days, we will require to provide us with a doctor’s note.