

ALTRINCHAM C.E AIDED PRIMARY SCHOOL

SCHOOL ACCESS / SECURITY

Gates

Side gate / John Leigh Park is locked from 9:15 a.m.

Gates unlocked 3:00 p.m.

Weekends: Key holders St George's C of E Church and Dave Jolly (John Leigh Park Association).

Parking:

Side driveway before 8:45 a.m. Exception Disability marked vehicle (site manager to secure).

Parking front driveway (limited parking space. Short term parking front driveway.

All visitors report to the school office. Visitors on entering to sign the visitors book.

Main Building Access

Doors remain secure and not left open unattended. Open doors are managed by school staff at all times.

Before, during, after school- safeguarding of premises is paramount.

Pupils entering the building at break times and after school clubs –enter through the Key Stage 1 Lilac Class and the Key Stage 2 Junior doors or school hall exit door.

The Junior doors will be manned by staff at the end of the school day (3:25 p.m.) as the children leave and then secured.