



FRIEZLAND PRIMARY SCHOOL

Terms of School Access Statement

Written / reviewed by	R Swaby
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Headteacher	<i>R Swaby</i>
Chair of Governors	<i>J Goodwin</i>

Parent & Visitor Rights - Entering School Premises

Introduction

At Friezland Primary School we aim to foster good working relationships with all of the parents/carers of the children we teach. We believe it is important parents and staff work in close co-operation. It is our practice to welcome parents/carers and visitors onto the school premises and we operate an 'open door' policy wherever possible.

However, we are aware there may be times when we need to limit, regulate, or in extreme circumstances, stop, parental/carer/visitor access to the school. This would include safeguarding concerns, unacceptable parental/carer/visitor conduct, unreasonable, rude or threatening behaviour. Any behaviour that threatens the security of any pupil, member of staff, or voluntary helper, on the school premises would also warrant such a restriction of parental/carer/visitor access.

Parental & Visitor Rights of Access to Friezland Primary School

1. Parents/carers have the right to deliver and collect their child at the beginning and end of the school day. EYFS, Key Stage 1 and Key Stage 2 children should be delivered to, and collected from the school playground. Once the school day has started, at 9am the gates are locked, for security. If a child is late for school, they must be delivered to the main school entrance and signed in by an adult.
2. Parents/carers have the right to enter the premises at other arranged times to collect or deliver their child e.g. to attend a medical appointment, assessment or other legitimate reason, and must report to the main office.
3. Parents/carers have a right to make an appointment to see the Headteacher at a mutually agreeable time to discuss matters relating to the education or welfare of their child. The Headteacher/Assistant Head will do their best to see any parent who makes a request for such an appointment during the next working day.
4. Parents/carers have the right, with the Headteacher's permission, to see any other member of staff to discuss matters relating to the education or welfare of their child. Again this should be done by making an appointment to meet at a mutually agreed time.
5. Parents/carers have the right to be on school premises in an agreed voluntary role e.g. classroom support, library support and extra-curricular activities. This would be following an induction process and DBS clearance.
6. Parents/carers may be on school premises to undertake any activities connected with parental groups. These will be arranged in consultation with the Headteacher / Assistant Head e.g. PTA matters.
7. All parents/carers have the right to attend functions at Friezland Primary School, to which they have been invited, which involve their child. These include: Parent-Teacher meetings,

Special Educational Needs meetings, family assemblies, school concerts, sporting events, adult education, parental events and any other specified occasions identified by the school.

8. Parents/carers have the right to attend functions organised by the school that take place away from school premises. These include: sporting events, musical events, specified educational visits, and any other specified occasion identified by the school e.g. PTA fund raising events.

Attendance at these functions may only be available to a limited number of parents, due to the restriction of the number of seats at the event, as governed by fire regulations. In this case places will be allocated to parents on a first come, first served basis.

Restriction of Access Procedure

- If parents/carers/visitors act in an unreasonable way on school premises, they will be verbally warned by the Headteacher, or in her absence the Assistant Headteacher/Senior member of staff that their unreasonable behaviour may result in the restriction of their access to school premises.
- If at any time any member of staff or agreed representative is fearful for the safety of the children, their own safety, or the safety of their colleagues, because of the actions, or demeanour of a parent/carer/visitor, then the parent/carer/visitor will be refused admission to, or asked to leave the school premises at that time. If appropriate the police will be called. (The Restriction of Access Procedure may then be started after the event).
- The event will be recorded in the School Diary and other appropriate school records as deemed necessary.
- The incident may be followed up in writing by the Headteacher.
- Advice will be sought from Oldham Local Authority.
- The Chair of Governors will be informed and where appropriate the Governor responsible for Safeguarding. A meeting may be arranged for the Chair of Governors to discuss the incident with the Headteacher and/or senior staff member. Any such meeting will be minuted.
- If it is decided that an instruction refusing the parent/carer/visitor access to the school premises may be issued, the parent/carer/visitor will be informed in writing. They will be invited to state any reasons why they should not be the subject of such a prohibition, in writing, within seven days.
- Upon receipt of a response from the parent/carer/visitor, or after seven days, the Chair of Governors, the Headteacher and/or senior staff member will meet again to make a final decision if an instruction refusing the parent access to the school premises should be issued. If it is necessary to proceed with a prohibition, then advice will be sought from the L.A. Legal Department to confirm that correct

procedures have been followed. The parent will be informed of the prohibition and its terms in writing.