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# The British School of Gran Canaria School Entry and Departure (South)

## Policy Document

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# THE BRITISH SCHOOL OF GRAN CANARIA

## SCHOOL ENTRY AND DEPARTURE POLICY (SOUTH)

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### 1. Context

The British School of Gran Canaria views the travel and safe arrival and departure of BSGC pupils as part of its fundamental duties of care and Health and Safety responsibilities.

### 2. Scope

This policy details arrangements for pupils' travelling to and from school, and procedures for arriving and departing the South School site. It outlines expectations and procedures for parents, students, staff and bus company employees.

### 3. Rationale

The British School of Gran Canaria aims to ensure the safety and welfare of pupils, staff, parents and visitors at all times, but especially during the potentially hazardous arrival and departure times. This will be achieved by ensuring clear roles, expectations and routines that are known and followed.

### 4. Definitions

Throughout this document the following words, terms and phrases have the following meanings:

**BSGC** – The British School of Gran Canaria

**South** – the section of the school based in Meloneras

**Primary** – the sector of the school that includes Nursery, Reception and Years 1 to 6.

**School Reception** – the front, downstairs office in the South

**Enrichment Activities** – clubs and activities that take place outside of school hours, normally between 3.35-4.35pm each week day.

**Pupils** – synonymous with students

**Staff** – includes all employees, i.e. teachers, administrators, canteen workers and ancillary personnel

**School day** – from 8.45am to 3.35pm, Monday to Friday during the set academic calendar.

**End of the school day** – at 3.35pm, Monday to Friday during the set academic calendar.

**Breakfast Club** – pre-school club for primary students.

### 5. School Travel Arrangements

At the beginning of each academic year parents must inform the school of their school travel requirements and arrangements for the forthcoming year. The usual methods of transport are school bus, car or taxi.

Each family must complete Annual School Travel Arrangements Form including key information related to school travel arrangements, with the identification of authorized adults who can collect children from school being particularly important. Any change to these details must be communicated to the school immediately.

For students travelling by school bus, BSGC will assign students to bus routes, amending end of school departure times on a termly basis dependent on selected Enrichment Activities.

If there is a one-off change to School Travel Arrangements then the school must be informed by 11am at the latest on the affected day, with full details of the responsible adult collecting the student and/or the method of transport to be used. If an adult not identified on the Annual School Travel Arrangements Form is going to collect a student, then the collecting adults must personally report to the school reception with formal identification (DNI/NIE) to collect the student. Changes to transport arrangements cannot be made after 11am on the day of travel, other than in exceptional circumstances.

## 6. Arriving and Departing from School

When parents' drop-off/collect their children, they are asked to observe the following:

- Drive slowly and with extreme caution in and around the school.
- Follow the directions of the member of staff present in the area
- Take care when entering and leaving the parking area.
- Accompany their children when crossing the road.

***The area in front of the main entrance is always a no parking area.***

### Arrivals

The school is open from 07.30 for children attending the Breakfast Club. Parents of pupils who arrive between 07.30 and 08.30 should park their car and escort their children into the building where they will be supervised by a member of staff.

The school gates are open from 8.30 until 8.45 with staff on duty. Parents of Pre-Nursery, Nursery and Reception children to escort their children to the outside area of their respective classrooms.

The school day begins at 08.45 and punctuality is important with students expected in school by 8.40am. Apart from creating good habits with respect to work, punctuality ensures that pupils are present at the beginning of lessons and do not miss important introductions or explanations. It also ensures that they do not disturb classes that have already begun.

The main entrance will be closed at 08.50; arrivals after this time should ring the doorbell.

### Departure at end-of-the-School Day

All pupils should be collected by 15.35, or 16.35 if they attend enrichment activities. Parents of Pre-Nursery, Nursery and Reception should pick up their children directly from the outside area of their classroom, with pick up from the Pre-Nursery classroom if attending after-school clubs. Parents of children from Year 1 to Year 6 can enter the front gates from 15:25 and may wait in our outside patio area until the

class teachers bring their class out. The school gates will then open again at 16:25, for collection of children from enrichment activities.

## **7. Visitor's Arrival and Departure**

All visitors (including parents, former pupils, suppliers and contractors) should park in front of the school. Visitors must sign in at the School Reception, where they will be issued with a visitor's badge which must be worn at all times. Visitors should wait at the School Reception until they are authorised to enter the school.

Staff are expected to escort their visitors whilst they are in school and to ensure that they sign out (and return their badges) on leaving. The school has full access for visitors with a disability.

## **Appendices - Index**

Appendix A – Late Student Pick-up Record

Appendix B – Authorisation Sheet for an Identified Adult to Collect Child from School

Appendix A – Late Student Pick-up Record

<b>Date</b>	<b>Student Name</b>	<b>Year Group</b>	<b>Reason</b>	<b>Signature</b>

Appendix B – Authorisation Sheet for an Identified Adult to Collect Child from School



The British School  
of Gran Canaria

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**AUTHORISATION FOR COLLECTION OF PUPILS**

I, \_\_\_\_\_ mother/father  
of \_\_\_\_\_ in Year \_\_\_\_\_ authorise  
\_\_\_\_\_ with D.N.I./NIE  
\_\_\_\_\_ (copy attached) to collect my son/daughter from school.

Signed

Date:

**AUTORIZACIÓN PARA RECOGIDA DE ALUMNOS**

(Yo, \_\_\_\_\_ padre/madre  
de \_\_\_\_\_ en Año \_\_\_\_\_  
autorizo a \_\_\_\_\_  
con D.N.I./ NIE \_\_\_\_\_ (copia adjunta) a recoger a mi hijo/hija del  
Colegio.

Firma:

Fecha: