



OUR LADY'S CATHOLIC PRIMARY SCHOOL

*We aspire that through the love of Jesus everyone should
"have life and have it to the full".*

John 10:10

School Gate Procedures

Purpose

To ensure the safe, orderly, and welcoming arrival and departure of all pupils, with safeguarding as the highest priority.

Gate Supervision – General Expectations

- An adult must be present on each school gate at opening and closing times.
- Where possible, Pastoral Care will be present at the playground gate to support pupils and families.
- Staff allocated to gate duty are responsible for ensuring gates are opened and closed at the correct times.
- If you are scheduled to open or supervise a gate and are unable to do so, you must organise suitable cover in advance.

Morning Arrangements

- Gates open at 8:45am.
- Year 6 Gate Monitors will be positioned at each gate at the start of the day to:
 - Support a calm entry to the school site.
 - Assist younger pupils with walking safely to class where necessary.
 - Operate under staff direction at all times (they are not responsible for safeguarding decisions).
- EYFS Gate:
 - There must always be an adult outside the gate welcoming children and families.
 - EYFS teachers must be on classroom doors welcoming children into school.
- Classroom Doors:
 - There must always be an adult on classroom doors welcoming children into school.
- Nursery Building:
 - There must always be an adult outside Nursery welcoming children into school.

Late Arrival and Gate Closure

- All gates must be closed promptly at 8:50am.
- Any pupils arriving after this time must follow the school's late-arrival procedures – enter school via the main school gate.

Afternoon Arrangements

- Gates open at 3:15pm.
- An adult must be present at each gate to ensure a safe and orderly dismissal.

Nursery Procedures

- In the morning, if Nursery parents are still on the premises after 8:50am, Nursery staff must escort parents safely back to the gate.

Additional Safeguarding Procedures

Morning Arrangements – Parent Access

- In the morning, only Nursery parents/carers are permitted to enter the school premises.
- For all other year groups, pupils are dropped off at the gate and are expected to walk independently to their classrooms.
- During the Autumn term only, Reception parents/carers may walk their child to the Reception classroom to support transition.
- For individual cases where a parent believes a child needs to be escorted to class beyond these arrangements, this must be discussed and agreed with the Headteacher in advance.

Pupil Movement and Safety

- Year 6 Gate Monitors support younger pupils with transitioning calmly and safely to their classrooms at the start of the day, under staff direction.
- Pupils arriving by bike or scooter must dismount at the gate and walk on the school premises. Riding bikes or scooters on site is not permitted.

End of Day Arrangements

- At the end of the school day, parents/carers enter the school premises and collect pupils directly from their classrooms, following teacher dismissal routines.

Communication and Supervision

- Staff on gate duty must have a walkie-talkie with them at all times to ensure effective communication and rapid response to any safeguarding concerns.

Safeguarding Expectations

- Safeguarding remains paramount at all times.
- Staff must remain vigilant, challenge unfamiliar individuals appropriately, and report any concerns immediately in line with the school's safeguarding policy.
- Gate supervision is a critical safeguarding responsibility and must be prioritised accordingly.

These procedures apply daily and are expected to be followed consistently to ensure the safety and wellbeing of all pupils and to support families effectively.