

ENTRANCE AND EXIT POLICY

The school has four main entrances and two other hall entrances (front and rear).

Entrance 1. Dr N Zammit Street, next to the Clerk's Office.

Entrance 2. School Street, into Hall Foyer.

Entrance 3. Hal Xluq Street, side entrance on Kindergarten side.

Entrance 4. Hal Niklusi Street, side entrance on Year 1 side.

1. Entrance

7.30 – 8.25 **Staff** enter through Entrance 1.

Pupils who use the school transport, or others who are given special permission to do so, may use this entrance after 8am. They must proceed to the Activity Room where supervision is provided. They are not allowed to go upstairs before 8.25am.

All **primary** school **pupils** must enter through Entrance 2 between 8.25 and 8.30. In case of bad weather Entrance to Foyer might be prior to 8.25am.

At 8.30 am Entrance 2 will be closed. Any **late comers** are to go to Entrance 1. Late comers are to be admitted to their respective class only if they have a Late comers form. This must be filled in by the teacher, sent home with the pupil, signed by the parent/s and returned the day after. All forms are to be kept by teachers for record purposes. Parents must be summoned to discuss matters after the third form.

Kindergarten pupils use Entrance 2 between 8.40 and 8.50.

Parents or others accompanying kinder pupils are to leave their children in the foyer with their respective KGAs.

The door will be closed at 8.50. Kinder late comers are to follow the same procedure explained in the previous paragraph.

Parents and other **visitors** are to use only Entrance 1. The door should be always attended, and on entering, visitors are to stop at the secretary's office.

Permission to go upstairs is given after reason of visit is stated. Visit is to be registered on the appropriate ledger. Head, assistant heads, teachers, etc must be notified they have a visitor before permission to proceed upstairs is given. Visitors are to leave through Entrance 1 after having signed again.

2. Exit

Kindergarten pupils exit round 2.15 from Entrance 2. Parents are not to enter school before that time. It is also forbidden to use Entrance 1, if not in special cases after consent is given.

Year 1 and Year 2 pupils exit at 2.25pm from Entrance 4. Teachers accompany pupils along the side of the school towards parents.

Years 3 to 6 exit from Entrance 2 at 2.30pm. Parents are to wait outside, except in cases of bad weather.

Pupils from all year groups using the first trip of **school transport** are to rally silently at foyer near the clerk's office near Entrance 1 at 2.15pm till the driver picks them up from there. Others who take consecutive trips are to go to Foyer at 2.30pm. They will be supervised by a member of the SMT between 2.30 and 3.00pm latest.

For scholastic outings all are to exit and enter through Entrance 1.