

# North Park Primary School

## Nursery Daily Entry Procedures

- Nursery entrance is separate to the rest of the school. Entrance is at 8.45am and 12.30pm (before Reception class enter at 8.55am and 12.50pm).
- Any visitors, who are not parents/carers dropping children off, must follow school procedures, and report to the main entrance, where they will be signed in and given a visitor's badge.
- Entry for morning and afternoon sessions is supervised by the nursery teacher.
- Classroom assistant is in nursery area to supervise as parents enter with children.
- Once registered parents leave by the same entrance (supervised by staff).
- The route through to Reception is supervised by all staff in the unit.
- The entrance to the nursery is kept locked, and only opened by staff.
- There is an inner lock on the door, should it be needed, to ensure children in nursery are safe. This is only unlocked when the outer door is secure, so pupils can access the small room in the nursery entrance, or when a teacher is supervising entry and exit.

Reviewed Oct 2013