

Entrance and Exit Protocol



CRAIGHOUSE
SCHOOL

Entrance and Exit Protocol

This policy may be subject to change or revision due to national contingencies beyond the control of the school.

In order to ensure that there is both a formal and safe educational environment, once the general access gates have been closed, entry to Craighouse School will be through the reception area at the main entrance of the school.

PUPILS

Entrance and exit

Classes begin in the classroom at 8.20 a.m. At 8.15 a.m. all access gates to the school will be closed (main gate, Pre-Primary, volleyball court gate located at the side of the Primary Section and Middle Section parking area gate), except for the door in the reception area, in order to allow pupils to reach to their respective classrooms on time. Any pupil arriving in their classroom after 08.20 a.m. will be considered late. Pupils arriving late must come in through this entrance, where they will be met by the inspector of the corresponding section.

The clock in the reception area shows the official school time, and arrivals will be determined by this standard.

Primary pupils will be taken to the inspectors' office, where the late arrival will be recorded. Then, Preschool pupils (Little Darlings Playgroup to Kinder) will be accompanied to their classrooms. Years 1 to 4 pupils must go by their own to the inspectors' office of their level, where late arrival will be registered and then go to their classrooms.

Pupils in Years 5 to 12 who arrive after 8.15 a.m. will be met at the reception area by the inspector of their section, who will record the late arrival and authorise them to go to their classrooms.

Pupils arriving late with no previous authorization will only be able to enter until 10 a.m. and must be accompanied by their parents to the reception desk and wait for the receptionist to contact the section's assistant.

Middle Section gate will close at 8.15 a.m.

Any early departure from the regular class time, that is, before the end of the school day, must be informed to the respective section 24 hours in advance, waiting for their authorisation. In addition, the departure must be registered at the Reception.

Special considerations

Special situations will be considered as long as they have been previously authorised by the corresponding Head or Deputy Head of Section.

In the case of Primary Section, as pupils must be accompanied to the Reception by the Inspector, early departures will only be authorised at 11.45 a.m. or 1.45 p.m.

To do so, an e-mail must be sent at least 24 hours in advance in order to assess the situation.

- ✓ Primary Section: headofprimary@craighosue.cl
- ✓ Middle Section: headofmiddle@craighouse.cl
- ✓ Senior Section: headofsenior@craighouse.cl

Pupils will only be authorised to leave the school before the end of the school day in case of an emergency occurred inside the school, in which case they will receive an authorisation slip signed by the nurse, or the corresponding Deputy Head or Head of Section.

Attendance

Parents are requested to make all appointments such as doctors' appointments, visits to the dentist, medical exams, etc., after school hours so as not to interfere with their children's educational process.

Pupils who do not attend school during the day are not allowed to come to school after hours to collect books, hand in work, talk to teachers or attend extracurricular or sports activities.

All absences from school must be informed in writing to the tutor, as soon as the pupil returns to school.

Absences for more than three days due to medical reasons must be justified with a medical certificate, which must be given to the form teacher or tutor, as soon as the morning of the day the pupil returns to school. Medical certificates will not be accepted after that day.

All absences, including those endorsed by a medical certificate, have an impact on the percentage of pupils' yearly attendance. Pupils must have a minimum attendance of 85% during the year in order to be promoted to the following academic year. Medical certificates do not annul students' absences, they only explain them.

Responsibility

We expect all our pupils to come to school with all their belongings every day, which reinforces the value of responsibility and ensures the safety of our pupils by preventing

them from receiving strange objects. Neither the guards nor our receptionist are authorised to receive items from home. This includes exercise books, textbooks, homework, written work, backpacks and sports equipment, snacks and/or any other item which the pupil may need.

Pupils leaving times

Pupils who have not been picked up at their leaving time will have to wait -for their own safety- inside the school (either in reception or in the adjacent playground). In these cases, parents will have to pick them up.

Please note that:

- ✓ From Monday to Friday there is no adult supervision before 7.20 a.m.
- ✓ There is no adult supervision after 5.00 p.m. from Monday to Thursday.
- ✓ On Fridays there is no adult supervision after 4.25 p.m.
- ✓ Extra training and extracurricular activities finish at 5.50 p.m. from Monday to Thursday.
- ✓ There are no extracurricular activities on Fridays.

PARENTS

Entrance and exit

Parents may not enter school during class time, except if called in for a parents' meetings or class presentation by invitation only.

Craighouse School promotes independence and autonomy in all our pupils from a young age. Therefore, in the morning parents are encouraged to use our drop-off procedure (stop and drop), organised by the Traffic Brigade. All entrances to the school are supervised by members or our staff until the gates close.

Parents who have an interview with a teacher must go to the reception area, where the receptionist will inform the corresponding section. They will only be allowed inside the school once the receptionist has located the person who is going to interview them.

Former pupils, CARE, Parents Association and COBS & COGS

Former pupils and parents belonging to these committees or associations will be able to enter to the school facilities, prior invitation given by a member of the Senior Leadership Team (SLT), respectively Headmaster, Academic and Formative Area Director, Compliance and Legal Affairs, Heads of Section, Director of Human Resources, Director of Communications and Bursar.

As a security and protection measure for our entire community, entrance will be exclusively through the school Reception, where your data will be recorded and you



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will receive a credential, which you must use visibly throughout your stay. Once the activity has finished, you must return it, so that your departure is registered.

Visiting hours will be between 8.30 a.m. and 4 p.m.

Note:

This is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.

November 2019

Revised September 2020 and June 2022

Updated August 2023