



## **Parental Access Policy**

## Mission Statement

***'To educate young people to meet the challenges of life courageously, to use their talents to the full and to live the values of Christ's Gospel'***

Charged with the need to provide a safe working and living environment for our school community, the school has the responsibility to know of and approve all visitors to the school site.

The School recognises that parents may have good reason to visit the school premises for many different purposes and at different times. Wherever possible arrangements should be made in advance and appointments made. In the first instance these appointments should be with the appropriate Form Tutor, class / subject teacher, Housemistress, Head of Year, or Deputy Head. Appointments with the Head Teacher should be arranged through the Headteacher's PA. Appointments with the Bursar should be made directly through the finance office.

Whenever parents come on site during the school day (Monday to Friday) they must report to the School Office to be officially 'signed in' other than if they are merely dropping off their daughter. They will then receive a lanyard. Parents who are simply bringing their daughters into school should leave the site immediately after their daughter has entered the school building. Parents should not go through any school doors or enter the school or approach any child other than their own.

Out of school hours if parents come:

- by appointment, arrangements should be made in advance as to where the meeting is to take place;
- to an event, they should sign in at Reception or other designated sign in place as signposted, and will be taken to the designated venue;
- to view a sports match they should again sign in and go by an outside route, following signage or verbal directions, to the Sports Hall or appropriate playing field;
- to visit someone in the Boarding Houses by arrangement and with the permission of a member of the boarding staff;
- to collect a child from study, they should enter through Reception, where a message will be sent and their child brought or sent, depending on age, to the Reception (During this time all students are being supervised.) Parents must wait for their child in Reception and not enter the school further through the internal doors.
- to collect a child from Pre Reception parents go directly to the Pre Reception where they must be identified before being given charge of the child by a member of Thornton staff.

It is a condition of parental access that parents coming on to the school premises do not approach any student or interfere with the work of the school. The Headteacher has been delegated powers

by the Governing Body to order the immediate removal of a parent whose behaviour is deemed to be inappropriate or disruptive to the good order of the school.

In appropriate circumstances, the Head Teacher, acting on behalf of the Governing Body may withdraw a parent's right to come on to the school premises except by prior appointment or for a formal meeting. Before withdrawing the parent's right to come on to the school premises the Head Teacher will first give the person concerned an opportunity to give reasons in writing why this step should not be taken.

Any decision of the Headteacher to withdraw a parent's right to come on to school premises will be reviewed at the end of term, or on the application of the parent to the Head Teacher.