



RGS-Ghirnatah Campus

Campus Access and Supervision Policy

| |
|-------------------------------------|
| Name of the Owner: Karim Murcia |
| Name of the Author: Mrs. Ann Philip |
| Date of Last Review: 01.09.2025 |
| Date of Next Review: 01.09.2026 |

1. Introduction

This Procedure is linked to the Health and Safety Policy for Reigate Grammar School Riyadh (RGSR) and is used to further ensure the clarity of processes around entry and exit to the Campus and therefore to support supervision and well-being of staff and students at RGSR.

2. Campus Access and Supervision Procedure

2.1. Before School

2.1.1. Early Arrival (Before 7:15 am)

- Staff members may arrive before 7:30 a.m. with their students. However, they are responsible for supervising their children/students and ensuring they remain with them.
- Access to the campus is granted through Gate 1 or Gate 3 for staff, which will remain closed to all but authorized staff members.
- Security personnel are responsible for verifying and admitting authorized staff members.
- At 7:15 a.m., Gates 3, and 4 (and bus gate 5) are opened for access.

2.1.2. Early Arrival and Traffic Management Assignment (7:15 am)

- Two staff members (staff member plus Security Manager) will be assigned to assist with traffic management outside the gates during this time (See traffic management guidance below this procedure)
- Two staff members will be stationed at the Gates; one staff member will be stationed at Gate 3, and another at Gate 4 and Gate 5.

2.1.3. Access for Parents and Students (7:30 - 7:45 am)

- At 7:15 a.m., Gate 3,4 and 5 are opened for students to enter.
- The gate at the top of the ramp is closed until 7.45 to allow students to move from the upper football/sports areas to the lower play areas.
- NOTE: Students may proceed to their homerooms at 7:45 am

2.1.4. Morning Duty (7:15 - 7:45 am)

- Morning duty begins. Staff members are to adhere to their assigned duties as outlined in the Prep School and Secondary School duty rotas.

2.1.5. Classroom Entry (7:45 am)

- Students are expected to proceed to their respective classrooms at 7:45 a.m. In Prep school a whistle will be blown; Years 4-13 go straight to their classes.

2.1.6. Late Arrivals After 8:00 am

- At 8:00 a.m., Gates 3,4 and 5 are closed.
- All students must then enter through Gate 1 and report to the main office to be registered as late.

2.2. After School

2.2.1. After School Access (2:10 - 2:40 pm)

- From 2:00 pm, Prep School students are brought down to their muster points.
- Children who are leaving on the bus are brought to the football field area to line up by their Compound Bus Sign.
- At 2:10, Gates 4 and 5 open for Prep School pick up.
- At 2:15, Gate 3 also opens when Secondary students are dismissed.
- Staff Children wait with their class until 2:25 pm
- At 2:10 p.m., Gate 5 is opened to allow bus monitors to enter.

- At 2:10 pm, Parents may enter to pick up their Prep school children. At 2:15 they can pick up their Secondary school children.
- If adults are picking up children of Prep School age other than those pre-arranged for pick up, class teachers must have been informed of the change to pick up and who is taking the child. If not, this must be verified by phone through the office. Those picking up will need to wait.

2.2.2. Traffic Management Assignment (2:10 - 2:45 pm)

- Two staff members (staff member plus the Security Manager) will be assigned to assist with traffic management outside the gates during this time (See traffic management guidance below this procedure)
- Please refer to the duties allocated for specific responsibilities.

2.2.3. Afternoon Duty (2:10 - 2:45 pm)

- Afternoon duty begins. Staff members are to adhere to their assigned duties as outlined in the Prep School and Secondary School duty rotas.

2.2.4. End of Extended School Day / ECAs (3:00 – 3:20 pm)

- Gates 3, and 4 are opened at 3:00 pm.
- One staff member (with the Security manager or nominated staff) will be assigned to support traffic management outside the gates during this time (See traffic management guidance below this procedure).
- Students involved in Extra-Curricular Activities (ECAs) are permitted to leave following the same safeguarding procedures as for earlier dismissal.
 - Parents may enter to pick up their children.
 - If adults are picking up children of Prep School age other than those pre-arranged for pick up, class teachers must have been informed of the change to pick up and who is taking the child. If not, this must be verified by phone through the office. Those picking up will need to wait until 3:10 p.m.

2.2.5. Final Gate Closure (3:30 pm)

- All gates are closed at 3:30 p.m.
- Students (Years 5 – 7) and girls (Years 8 – 13) remaining on campus should proceed to the atrium and wait quietly. Boys (Years 8 – 13) must wait in the Gate 3 area inside the Building 2 premises.

2.2.6. Special Instructions for Staff Children

- Before school, staff children should be kept with parents until 7:15 a.m. (if they are Year 4 or above). They can then go into the upper football field area.
- After school (from 2:10 p.m.), staff children are supervised by their parents in their own area or are included in the after-school supervision from 2:10 p.m. to 3:30 p.m. (in the Library).
- For Years 4 – 13: Once ECAs start, they should be signed up for an ECA during the 2:10 p.m. – 3:00 p.m. session.
- From 3:00 – 3:30 p.m. there will be paid supervision (run by TAs).
- If there are changes to this, specific instructions regarding staff children will be communicated separately by the Senior Leadership Team.

2.2.7. Sibling Bus (for procedures for this, please see the Sibling Bus Policy)

2.2.8. Parent Access (between drop off and pick up times – approx. 8:10 am to 2:00 pm)

- Parents are only allowed to enter through Gate 1 upon security authorization to visit the office.

These procedures are implemented to ensure the safe and efficient access and supervision of individuals on campus. All staff members are expected to adhere to these guidelines for the orderly operation of the school.

2.3. Traffic Management Guidance

2.3.1. Morning

- Buses drop off from approx. 7:15 - 7:45 am.
- One staff member will be on duty at Gates 3 and 4 to welcome parents/students.
- Security staff are outside to organise the buses as they arrive and drop off students.
- Security staff also support safe crossing of the car park area.
- Drivers are to take care and drive slowly through the car park area at all times.

2.3.2. Afternoon

- Buses arrive from approx. 2:00 pm onwards.
- Buses have regular parking spaces and always park in the same place (security staff should maintain a list of these for reference in case of a change of staff).
- Two Security guards who know the system support the security staff.
- Security Staff hand out red 'bus personnel' ID tags to the drivers/bus monitors as they arrive.

2.3.3. Bus Arrival and Bus personnel entry to Campus

- At 2:10 pm, Gate 5 (the bus gate), is opened for bus drivers/monitors only, to enter the school and stand by their sign.
- The Security Manager or nominated staff supervises Gate 5 (the bus gate) and remain in that role until the end of pick-up at 2:30 pm.

2.3.4. Students taking Buses

- At 2:10 pm Gates 3 and 4 open. Gate 3 for secondary boys to exit and Gate 4 for parents to enter and all students (except for secondary boys and prep bus students) to exit.
- There should be no entry to Gate 3 in the afternoon unless a Secondary Boy has to go back into the school building.
- Secondary Boys and Girls find their own buses.
- Prep students should be in the lines with the bus drivers/monitors on the main football pitch and exit via the bus gate and onto their buses.
- No bus personnel should enter/exit via Gate 3 or 4.
- Bus lists will be used so that staff on duty, and those coordinating buses, have a 'register list' of the children who should be on each bus. The lists will contain full name, class, parent name, and parent phone number. *
- At 2.30 pm all buses have gone and the gates close.

*To be put in place (note with an ECA package, buses can usually be maintained that way or through iSams on the Student Registers module).

Note: Bus drivers/monitors have been informed that they should only leave the football pitch when they have all the pre-aged students - this is so they aren't coming in and out all the time.

2.3.5. Staffing Summary

Afternoon bus/traffic management needs a member of staff in the car park, one on the outside of Gates 3 and 4, plus one in the bus area. That is three staff + the Security Manager or his nominated staff member.

Inside Gate 4, staff on duty are to be 'sweeping' up children, mainly encouraging the Secondary girls to leave and get on buses, and also at 2:25 pm making sure anyone who is left goes to their late duty.

Another member of staff should be doing the same in the Secondary boys' area to 'sweep them up' and take them to their Secondary boys late duty area.

2.3.6. Issues that can arise for security personnel:

- Parents do not park their cars at drop-off or at pick-up time in the designated areas.
- Traffic congestion.
- Students walk in between the cars when entering or leaving the school.
- Students waiting outside in the parking lot for their cars.
- Teachers/staff parking their cars in the wrong place or blocking the road.