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## RGS-Qurtobah Campus Campus Access and Supervision Policy

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## 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 7:25 am)

- Staff members may arrive before 7:25 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 for staff, which will remain closed to all but authorized staff members.
- Security personnel are responsible for verifying and admitting authorized staff members.
- At 7:25 a.m., Gates 1, 4, and 5 (and bus gate 2) are opened for access.

#### 2.1.2. Early Arrival and Traffic Management Assignment (7:25 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 Gate 4 (EYFS drop off) and Gate 5 (Year 1-4); one staff member will be stationed at Gate 1, and TAs will be stationed at Gate 2 for bus arrivals.

#### 2.1.3. Access for Parents and Students (7:25 - 7:50 am)

- At 7:25 a.m., Gates 1, 4 and 5 are opened for students to enter.
- NOTE: Students line up in their class groups on the playground at 7:45 am and head up to their classes at 7:50 am.

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

- Morning duty begins. Staff members must adhere to their assigned duties as outlined in the Prep School and Secondary School duty rotas. Teachers and TAs will supervise gates until 7:45 am and then will go to collect their classes. From 7:45 to 8 am, TAs and specialist teachers will supervise the gates.

#### 2.1.5. Classroom Entry (7:50 am)

- Students are expected to proceed to their respective classrooms at 7:50 a.m.
- Children who arrive from 7:45 to 8 am are allowed to go straight to their classes. If they are in EYFS, they can go with their parents to class.

#### 2.1.6. Late Arrivals After 8:00 am

- At 8:00 a.m., Gates 2, 4 and 5 are closed.
- All students must then enter through Gate 1 and report to the main office to be registered as late. Students are then taken to class by staff members. Parents should not be going to classes (save for EYFS) with specific permission so that classes are not disturbed.

### 2.2. After School

#### 2.2.1. After School Access for EYFS Pick Up (1.10 – 1.45pm)

- At 1:10 pm EYFS students are ready at their external doorways (in the EYFS area of the playground) to be picked up.

- Parents must wait until the barriers are opened at 1:10 pm when lessons on the playground end (and must then be aware that PE lessons may begin and to avoid where those are taking place).
- At 1:10 pm parents go and collect their children from EYFS. Those children who are siblings may stay in the allotted areas in EYFS to be supervised until 2pm.
- From 1:10 pm to 1:25 pm parents should pick up their children and then leave the playground where lessons occur.
- Parents can pick up late until 1:45 pm in an emergency.
- Students who are not picked up by 1:45 pm must stay supervised in class until 2 pm and EYFS parents need to wait behind the barrier until 2 pm with the Years 1-4 parents so that the school can safely organise dismissal for Years 1-4 (buses, parent pick up and sibling bus).

#### 2.2.2. After School Access (2:00 - 2:30 pm)

- At 1:50 lessons finish for Prep school and children are organised for dismissal.
- For 2:00 pm, Prep School students in Years 1-4 are brought down to their muster points on the playground. Children taking the buses go to their allotted areas on the football pitch and Sibling Bus children leave through Gate 5 to go to the Ghirnatah campus (sibling buses leave before 2 pm).
- At 2.00, Gate 1 and the playground barrier are open for parents to pick up Prep School. All parents must enter through Gate 1 (and should have parked at the underground car park). Those who arrive early can use the Parent Café to wait.
- At 2.00 pm, Gate 5 is open for Compound Buses to pick up.
- Staff Children wait with their class.
- 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.

#### 2.2.3. Traffic Management Assignment (1:50 - 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) as well as to have a person on duty in the underground car park.
- Please refer to the duties allocated for specific responsibilities.

#### 2.2.4. Afternoon Duty (2:00 - 2:20 pm)

- Afternoon duty begins. Staff members should be with their classes for dismissal. At 2:15 pm any late children should be taken to reception, and staff should contact parents for pick up.

#### 2.2.5. End of Extended School Day / ECAs (3:00 – 3:30 pm)

- Gate 1 opens at 3:00 pm.
- Facilities 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.

#### 2.2.6. Final Gate Closure (3:30 pm)

- All gates are closed at 3:30 p.m.
- Students (Years 1 – 4) who are not picked up by parents must be taken to the reception at 3:15 am to contact parents for pick up.
- All students should be picked up by 3:30 pm. If this is not the case on more than 1 occasion, students may not be allowed to continue to participate in ECAs.

#### 2.2.7. Special Instructions for Staff Children

- Before school, staff children should be kept with parents until 7:25 a.m. A paid TA will supervise these children.
- After school (from 2.00 p.m.), staff children are supervised by their parents in their area or are included in the after-school supervision from 2:10 p.m. to 3:30 p.m. (in EYFS)
- Once ECAs start, staff children 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.

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

#### 2.2.9. Parent Access (between drop off and pick up times – approx. 8:00 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. 7:25 - 7:50 am.
- One staff member will be on duty at Gates 1, 4 and 4 to welcome parents/students.
- Security staff are outside to organise the buses as they arrive and drop off students at Gate 2 where staff will meet them.
- 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. 1:45 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) outside Gates 4 and 5.
- Security guards who know the system support the security staff.
- Security Staff hand out white 'bus personnel' ID tags to the drivers/bus monitors as they arrive.

#### 2.3.3. Bus Arrival and Bus personnel entry to Campus

- At 2:00 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 remains in that role until the end of pick-up at 2:30 pm.
- 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 any other gate.
- 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 2.15 pm all buses should have gone, and Gate 5 should 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.

#### 2.3.4. 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.