

Hunsley Primary: Accessing Our Site

Please follow the instructions and guidance below when accessing the school site.

The office opening hours are:

8.15am to 4.15pm (Monday to Thursday) and 8.15am to 3.45pm (Friday)

Building Bricks opening hours are:

7.30am to 8.50am and 3.30pm to 6.00pm (Monday to Friday)

Please note, CCTV is in operation on the site.

Welcome to Hunsley Primary

1) External Visitors

External visitors arriving by car/vehicle during the school day:

If you are parking on Bluebird Way, please do not park in front of or overlapping the school gates or on the yellow zig-zag lines.

All visitors to school, who are using the school car-park, should pull up to the vehicle access gates, stop and ring the call-point at the lefthand side of the Main Vehicle Access Gate, and speak with the Administrative Team.

Once you have been admitted to the site, please park in a designated area and report to the Main Reception. Cars are parked at the owner's own risk in the school car-park. There are two designated blue bays for accessible parking. Please be aware of others moving on foot around the site, especially at busy times; for example, those accessing wraparound care. We ask that people arriving and leaving by vehicle preferably arrive and leave at a time outside the start and end of the school day, when pedestrians are accessing and leaving the site (8.40am-9.10am & 3.20pm-3.45pm).

For your safety, please also note that the egress / exit vehicle gate opens automatically as the vehicle approaches it.

External visitors arriving by foot during the school day:

All visitors to school arriving by foot should ring the call-point at the Main Pedestrian Access Gate (West Gate) and speak with the Administrative Team.

Once you have been admitted to the site, please report to the Main Reception.

2) Parents / Carers / Children arriving on-site

Parents / Carers / Children arriving / leaving on foot during the school day, outside normal drop-off and pick-up times:

All visitors to school arriving and leaving on foot outside of the drop-off and pick-up times should enter and leave the site via the West Pedestrian Access Gates. To announce your arrival, please ring the call-point at the righthand side of the West Pedestrian Access Gate and speak with the Administrative Team. Once you have been admitted to the site, please report to the Main Reception. Before you leave the site, please make sure you have signed out. Please see our Safeguarding Visitor Information poster in the main office for further information about safeguarding routines and expectations once you are on-site.

Parents/ carers arriving / leaving on foot during normal drop-off and pick-up times:

All visitors to school arriving and leaving on foot during the drop-off and pick-up times of 8.45am to 9.05am and 3.26pm and 3.45pm should enter and leave the site via either the East or West Pedestrian Access Gates. These gates are opened at the above specific times to allow parents and carers to collect and drop-off their children. Please be aware that these times can be very busy and so we ask that parents and carers share information with other key adults who might collect or drop off children too, for their own awareness of the site instructions.

Please ensure children in years EYFS to 3 inclusive are accompanied off and onto the site by the designated adult and that children remain with adults until handed over to teaching staff or whilst you have responsibility for them on-site. We also ask that the children are reminded to walk about the site and not run, for their own safety and that of others.

For your safety, please also note that the egress / exit pedestrian gates open automatically at these given times and we ask that parents and carers make sure to remain vigilant around electronic gates. We remind all visitors to take care with all access and egress gates and not to cut through vehicle gates on foot as they open.

Parents / Carers arriving by car / other vehicle during normal drop-off and pick-up times:

If arriving at the school by vehicle, please park outside of the school grounds and take care not to block or overlap the school gates as this creates a hazard for pedestrians crossing into school. Parent/Carer vehicles should not be parked within the school site/car park at drop-off and pick-up times, unless parents are blue badge holders using one of the designated blue badge bays.

Parents/Carers with children arriving by bicycle or scooter / Y5&6 arriving by bicycle or scooter:

All children travelling to school by bicycle or scooter are expected to wear a helmet and to be capable of safely managing their own bicycle or scooter – please note: children access Bikeability lessons in Year 6. Parents and carers are responsible for their child's safety to and from school.

Individuals arriving by bicycle or scooter are asked to dismount before entering the site via either of the two pedestrian entrance gates. Cycles and scooters should not be ridden on the roads or pavements within the school site and users should be considerate of other pedestrians and of vehicles around the school entrances and exits, and on Bluebird Way. Please park scooters and bicycles in the designated areas. Bicycles and scooters are left onsite at the owner's risk and the school is not responsible for any damage which might occur to property parked on the site. Individuals travelling home from school via bicycle or scooter should exit the site via the pedestrian exits and remain mindful that there may be other pedestrians arriving or leaving at the same time.

3) Drop-Off and Collection Routines

All children in Years EYFS, 1, 2 and 3 should walk around to the rear of school and gather on the playground, where your child's teacher will call you up to the classroom at the start or end of the school day. Please do not gather at the top level outside the classrooms, until your child's teacher is ready to dismiss the class, as this causes a lot of foot-traffic outside the classroom doors. The children will then be called in or dismissed by their teacher in an orderly way.

All children in Years 4, 5 and 6 will be brought to the main gates at the front of the school where they will line up in an orderly way and be dismissed to awaiting parents and carers outside the front gates or to parents and carers leaving the site with younger children. Children who walk, scoot or cycle home independently will also be dismissed from this gate.

Parents and carers (and other designated collecting adults) are reminded to wait on the pavement to collect their children and be mindful of other road users and traffic passing the school site.

4) Families using Building Bricks

Parents and carers using the wraparound provision onsite will follow the guidelines given by the Building Bricks team for collection and drop-off



The above map of the school is located on Google Earth and [Google Maps](#) - please note: the road layout of Bluebird Way may be subject to revisions as the Brough South site is developed.

Key to site diagram

- 1) East Pedestrian Access/Egress Gate
- 2) Automatic Vehicle Exit Gate
- 3) West Pedestrian Access/Egress Gate
- 4) Automatic Vehicle Access Gate – please note: at controlled points, this gate will also be used by staff to dismiss larger groups of children to parents / carers

Visitors are reminded that gates move automatically and therefore should exercise caution.