

## SGS Pegasus School – Arrival and Exit Plan 2019-2020



### Arrival

#### 8.50am

- Members of SLT open the primary corridor outside door and playground gate
- A member of staff is assigned to both these entry points
- Members of SLT invite pupils to be let out of buses and taxis
- Primary pupils enter through primary corridor
- Secondary pupils enter through playground
- Pupils play on the playground until 9.00am
- Parents to park in the main school car park and walk pupils round
- All pupils to be greeted by staff with 'Good morning' to encourage social interaction

#### 9.00am

- Door and gate locked by staff, this makes the site secure
- Pupils enter classrooms to begin their day
- Checks made by SLT

Identified risks	Mitigating actions
Pupils exiting the bus onto turning circle	<ul style="list-style-type: none"><li>• Staff there to greet, and ensure they walk into the school</li><li>• Bus and taxis let pupils out in designated area</li></ul>
Pupils refusing to exit bus	<ul style="list-style-type: none"><li>• SLT/Pastoral team to use proactive strategies from behaviour plan</li></ul>
Pedestrians or buses arriving after 9am	<ul style="list-style-type: none"><li>• Office staff to notify SLT when late buses arrive</li><li>• SLT to open main door and let pupils into building</li></ul>

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**Exit**

**2.50pm**

- Pupils back into class after reward time

**2.55pm**

- Class teams lead pupils into main hall
- Pupils arranged into bus lines, with a member of staff at the front
- Member of SLT in hall with walkie talkie
- Member of SLT at front entrance with walkie talkie
- Bus/taxi numbers are called two at a time, pupils are led out with staff at the front of the line
- When all pupils have left, the front door is closed

Identified risks	Mitigating actions
Pupils entering the bus onto turning circle	<ul style="list-style-type: none"><li>• SLT there to oversee, staff to lead pupils out</li><li>• Pupils only enter bus/taxi in designated area</li></ul>
Pupils refuse to enter mini bus	<ul style="list-style-type: none"><li>• SLT/Pastoral team to use proactive strategies from behaviour plan</li></ul>
Late parents or buses	<ul style="list-style-type: none"><li>• At 3.10pm, phone call made to parent or transport</li><li>• Pupil to taken into class to wait with staff</li></ul>