

## **Entering and Exiting the School during School Hours**

**Aim of the Policy** - This policy outlines guidelines regarding visiting staff/parents/late students **during school time.**

### **Opening School Hours:**

Winter: 07.45 - 13.45

Summer (from 1<sup>st</sup> June): 07.45 - 11.30

As from scholastic year 2025-2026 no cars are allowed in to drop or collect students, except for exceptional cases where mobility is restricted.

Educators, staff and school transport are allowed to drive in and out.

**Middle School Restrictions:** No passing or driving through Middle School is allowed during the following hours due to break times and change of lessons.

**Break times:** 10.05 - 10.20

12.20 - 13.05

**Change of Lessons:** 08.47

09.26

11.00

11.40

13.40

### **Driving and Parking**

Driving or parking within the school premises is not allowed except for Blue Badge holders or emergencies which the school has been informed about through telephone or e-mail.

## **No Lingerings**

Parents/guardians accompanying students to school are to leave the premises when they drop off the students.

## **Photos and Videos**

Due to data protection parents/guardians are not allowed to take photos or videos in the school premises or while students are in the yard, before asking permission.

## **Late Comers**

Students who arrive at school after the morning assembly will be registered as late in attendance. The school will contact the parents/guardians of students who come to school late repeatedly to discuss the reason behind the late arrival.

## **Visitors at School**

Visitors visiting Naxxar Primary School must sign and fill in the required details in the register at the School Reception in the Primary Block.

Visitors visiting the Naxxar Kinder Section must sign and fill in the required details in the register at the School Reception in the Primary Block.

A lanyard is given to be shown to the Security Officer before entering the Kindergarten Block. This also applies when parents/guardians need to pick up students earlier.

## **Unregistered Persons to pick up Students**

By default, at the beginning of the scholastic year, parents are to fill in the paper titled 'Permission to be collected by Someone Else'. These papers are given to the class educators to be followed **routinely**.

In case a student needs to be picked up by a person who is not listed with the school to collect the student, the parent needs to inform the respective class teacher or the school by email/phone and share details of the person to collect the child. If the details of the person do not tally with the details given by the parent, then the child is to remain at school until proper details of the person to collect the child are given.

### **Change of Clothing**

Parents/guardians who are asked to change students' clothes, are to do so in the designated area in the Kindergarten School. The procedure outlined in **Visitors at School** needs to be followed.