

Prior Park Primary School Early Years



This document was reviewed during the Autumn term 2025

This document is reviewed annually. The next review will be in the Autumn term 2026

Daily Entry Procedures

- The Early Years entrance is in a separate building to the rest of the school. Entrance is at 8.50am for all children.
- Any visitors, who are not parents/carers dropping children off, must follow school procedures, and report to the main entrance, where they will be signed in and given a visitor's badge.
- Entry for daily sessions are supervised by the Early Years staff.
- Early Years staff are in the Early Years room to supervise as the children enter from the cloakroom.
- The entrance to the Early Years is kept locked, and only opened by staff.
- There is an inner lock on the door, should it be needed, to ensure children in nursery are safe. This is only unlocked when the outer door is secure, so pupils can access the cloakroom in the nursery entrance, or when a teacher is supervising entry and exit.

Children put their coats etc on their peg and then find their photo and put this on the attendance board.

Times

Reception children: 8.50am to 3.20pm

30 hours Nursery children: 8.50am to 2.50pm

15 Hours Nursery children: 8.50am to 11.50am

End of session arrangements

- Early Years staff unlock and stand at the door to ensure that each child is handed over to the correct adult.