

## APPENDIX 15

The school has an electronic signing in system, which all staff and visitors are required to sign in before entering the building. All visitors are issued with a photographic badge that they are required to wear at all times whilst in school.

All late pupils are signed in through this system which links to SIMS. Any individual children or groups leaving school during the day are signed out in an efficient and effective manner.

The school gates are opened to parents, carers and pupils in the morning at 8.30am and are closed at 9.00am. They re-open at 3.00pm and are closed at 4.30pm.

The school operates a CCTV system which records the entry and exit points in the main reception.