

## NURSERY SCHOOL ENTRY POLICY

The Nursery School has a fingerprint door entry system in addition to its intercom door entry system, which enables parents, carers, visitors and staff to enter the building.

Parents/carers can either register their fingerprint for self-granted access or use the intercom access system. Please note, the intercom system can cause a delay to entry as office staff may be occupied at the time of the call. We therefore strongly recommend that all parents/carers take advantage of the fingerprint entry system.

Fingerprint access is available on days and times according to your child's attendance schedule. At all other times parents/carers are required to use the intercom at the front door or telephone the office on 0207 833 9388.

No unauthorised person may be admitted at any time. Parents/carers/staff must not allow anyone to enter the Nursery School building unless they have been granted access through the fingerprint or intercom system. Any suspicious behaviour must be reported to the office immediately. Hopes and Dreams follows a very strict access policy and any contravention will be considered a gross misconduct, which may result in a fine of £500. We also reserve the right to terminate your child's/family's attendance at the Nursery School with immediate effect. Any funds collected through these fines will be donated to child-associated charities.

Please be aware that CCTV surveillance is in place 24 hours a day, seven days a week. CCTV records may and will be used to maintain the required security standards within the Nursery School.

Reviewed on: April 2020

Signed on behalf of the Nursery School: .....*Mikki Parkes*.....

Next review date: April 2021