



KIRSTENHOF PRIMARY SCHOOL

FIELD ACCESS POLICY

1. Introduction

This document proposes the circumstances and conditions under which the Kirstenhof Primary School fields and sports facilities may be used by authorised users outside of school hours.

2. Benefits

It is believed that there are a number of benefits associated with allowing controlled access to school facilities after hours. These benefits include:

- Fulfilment of the vision of KPS being a community school.
- A sense of ownership by pupils and parents through use outside of school hours.
- The facilitation of an opportunity for more “family time” through parent supervised sports.
- An opportunity for dedicated sports persons to participate in extra training to achieve excellence.
- Having dedicated parents and pupils on site when the school is closed may enhance the care and security of the facilities.

3. Authorised use

3.1 Authorised users

Only authorised users may access the fields after hours. Authorised users are adults, as well as the children who are under the direct supervision of these adults, who have obtained their KPS access card and paid the current year’s annual fee. The photograph on the card must match the adult who is trying to gain access. A parent’s card may not be used by the other parent, unless both parents are present and entering the facilities. Access cards may not be lent to other people. See point 4 below for access process.

3.2 Adult supervision

An adult must accompany the children requiring access and must be present with the children at all times during their use of the facilities.

3.3 Hours of use

The KPS facilities may only be used:

- On non-school days (Weekends, School and Public Holidays);
- When no official KPS activities are taking place on the field / court in question; and
- During daylight hours.

3.4 Facilities available for use

Access to a limited set of school facilities may be allowed during the specified hours in 3.3. The only facilities which may be used are:

- The fields
- The cricket nets

- The courts
- The astro

3.5 Intended use

The above facilities may be used for the purpose for which they are intended. In other words:

- The courts may only be used to play tennis and netball. The prescribed clothing and equipment including the appropriate shoes must be worn.
- The cricket nets may only be used for cricket practice using appropriate safety equipment including, but not limited to, pads, gloves and helmet.
- The fields may be used for hockey, touch rugby, soccer or cardiovascular training.
- The astro may only be used to play hockey. The prescribed clothing and equipment including the appropriate shoes must be worn.

The facilities must be used with due consideration of the neighbours of KPS, in other words:

- Noise must be kept to an acceptable level for a suburban area;
- No behaviour or activities which are not allowed at break during a normal school day may be initiated;
- Users of the fields must acknowledge that they are identifiable as KPS pupils and parents by their use of the fields and must therefore do everything possible to maintain the good name and reputation of KPS during their use of the facilities.

3.6 Access via designated entrance

Access to the school is only permitted via the designated entrance on Aandwind Street. Access will be gained by showing the security guard on duty a current KPS access card and scanning the access scanner. The cardholder, whose photograph is on the access card, must be present to scan their card.

3.7 Prohibited activities

3.7.1 Skateboards etc.

No skateboards, j-boards, scooters or bicycles may be used on the school premises.

3.7.2 Swimming pool use

The swimming pool may not be used under any circumstances as part of the after-hours access arrangement.

3.7.3 Full contact rugby

Due to the inherent risks in full contact rugby, rugby in this form including scrummaging practice, is not permitted unless under the auspices of official school sport.

3.7.4 Dogs

No dogs may be walked or let into the school property as part of the after-hours access arrangement.

3.7.5 Municipal prohibitions

No activity prohibited by municipal bylaws in a suburban area may be practiced on the school property, for example RC planes may not be flown, air rifles may not be used etc. Please refer to point 3.5 above in this regard.

3.8 Prohibited areas

All parts of the school except the fields, cricket nets, courts and the astro are out of bounds to users of the school after hours. Other facilities are not to be used - including the school buildings, swimming pool, Grade 3 quad, Grade R playground or the jungle gyms.

4. Access process

The following process is proposed to regulate and control access to the KPS fields:

- Parents of current pupils may request access to use the fields after hours by completing the application form located on the school website.
- Upon verification that the requestor is a current KPS parent, an access card will be produced for them.
- Upon payment of the annual fee, the parent is issued their access card which is valid for the school year.
- If an additional card is requested for the second parent an extra R50 will be required to print and programme a second card and a separate application needs to be submitted on the school website.
- The parent is required to sign acknowledgement of their understanding of the rules of use of the facilities as part of their application. A disclaimer of legal liability is also included in the terms and conditions.
- Card holders are requested to scan in at the entry scanner held by the security guard upon arrival and departure to enable the security guard to verify who has been on the premises.
- Any cards that are not in working order are required to be left with the security guard and will be returned to the user once fixed.

5. Temporary limitation of after-hours access

The school reserves the right to limit access at any time when the facilities are undergoing maintenance.

6. Cancellation of after-hours access

The school reserves the right to cancel the after-hours access arrangement to the premises should it be deemed detrimental to the school property, reputation or safety of the pupils.

7. Revoking individual users after-hours access

The school reserves the right to revoke the access of individual members who breach the terms and conditions of the field access policy. This is at the sole discretion of the school.

8. Lost Cards

Lost cards are to be reported immediately to the school so that it can be cancelled. A replacement card can be ordered at a cost of R50 per card.