



EUROPEAN SCHOOL MOL

ACCESS PROCEDURE FOR PARENTS

SCHOOL YEAR 2023-2024

The different roles and responsibilities for access are defined in the Access Policy of the OSG and the European School Mol (ESM). In this policy, the Parents are classified as “Category 5” population, which means that they are linked to the school via their children. Parents includes all close family like biological parents, stepparents, legal guardians.

This document describes the access procedure for the Parents. Every school year ESM will issue the updated access procedure to the Parents.

This procedure contains the following user guidelines for access cards which are detailed below:

- Procedures for the request of car stickers and access to the car park
- Traffic code of conduct
- Procedures for the request and creation of identification badges
- Duration of validity of identification badge
- Procedures in case of loss or theft of cards
- Description of the applicable security rules on site
- Access hours
- Access management

1. Procedures for the request of car stickers and access to the car park

- Parents can request access to the school’s car park by filling in the request form for car stickers.
- Every car that wants access to the school site must request a car sticker using following form: [site access request form](#).
- The form can be filled in at any time during the school year.
- Car stickers will only be valid for one school year, from September 1st until August 31st.

2. Traffic code of conduct

- By requesting a car sticker, parents agree with the traffic code of conduct.
- Parking is only allowed in the designated parking spaces on the main parking and behind the primary school.
- Parents can read the full traffic code of conduct [here](#).

3. Procedures for the request and creation of identification badges

- To ensure and maintain the required level of security, it is essential that the school remain the issuing authority for all identification badges, their activation and deactivation.
- A request form should be sent to the management to request an “identification badge” for parents who want to access the school by bike or on foot.
- According to the access policy of the European school of Mol everyone above the age of 18 must be identified when accessing the school’s premises.
- The parent will sign off receipt of the identification badge upon receiving or returning the badge.

4. The duration of validity of identification badge

- The identification badge is valid for one school year, unless agreed otherwise.
- The identification badge will have no access rights.
- Identification badges need to be returned to the school before the summer break and new badges can be requested before the start of the school year.

5. Procedures in case of loss or theft of cards

- Inform the Director, ICT responsible and Security as soon as possible in case of loss or theft so the card can be blocked.
- A new identification badge can be created by the ICT responsible.
- In case of frequent loss of the ID badge a cost of 10€ can be charged by the school.

6. Description of the applicable security rules on site

- The identification card shall at all times be clearly displayed by all persons inside school premises.
- It is strongly recommended not to wear the badge in a visible way outside the school premises.
- The identification badge is strictly personal.
- In case of user fraud with an identification badge, the badge will be revoked.
- The identification badges remain the property of the school at all times.

7. Access hours

- The identification badge gives access to the school’s premises at the start and the end of the school day.
- When parents have an appointment with a teacher, the management or others in the school they need to be announced by using the following [visitor registration form](#).

8. Access management

To ensure and maintain the required level of security, it is essential that the school remain the issuing authority for all identification badges, their activation and deactivation. Under no circumstance should this responsibility be delegated to subordinate or independent bodies.

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