

# SECURITY INFORMATION – SEPTEMBER 2019

Dear Parents and Carers,

Please read this leaflet carefully as it for your child's safety.

As we have started a new school year I felt that an update on safety was needed in order to keep you informed.

**Parking** – I have written to you many times about the parking and I know at times it



can be very difficult but the safety of our children must come first and also the respect for our neighbours.

Remember there is a free car park, which is a two minute walk from school where the crossing of roads is not necessary and Lidl have also given us permission to park on their car park at the beginning and at the end of the day now we have the pelican crossing available to us.

I also ask that you do not park over the access to the school car park – this not only obstructs the access but it stops any emergency vehicles from gaining access to the school....seconds save lives! Over the year I have also had to ask a number of parents to move their cars to enable our school coaches to park safely on return from educational visits and allow our children to depart from the coach safely.

**School access gates** – These gates will be closed at 9am in the morning and then re-opened just after 3pm in the afternoon. The main entrance gate will be open all day and the car park gate will only be opened for visitors to the school and deliveries.

The gate for before and after school club will be closed at 9am and then re-opened again at 3pm.

**School day** – A senior member of staff will be on the main KS2 door at the beginning of the day, on most occasions this will be the head teacher and deputy head.

Please give any messages to them for your child's teacher or give your child a written note to pass to their teacher. All KS2 staff will be at the door at 8.50am to greet your children and get ready for the day ahead. At the end of the day each KS2 teacher will bring their class down to dismiss them. The two Y3/4 classes downstairs will be dismissed from their class door. If no one is there to pick them up your child **MUST** come back to their class teacher and wait, if no one arrives then at 3.20pm your child

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will be taken to the main entrance by a senior member of staff.

All KS1 and Foundation Stage staff will open their own door at 8.50am and again at the end of the day at 3.15pm. They will hand children over to the parents and carers.

**End of day pick up** – If your child is being picked up by another member of your family or by a friend please ensure you tell your child's teacher. If your child's teacher does not know then they will not be allowed to go until we have contacted yourself to confirm this. This may take time and also may cause distress for your child, so please ensure that we are fully informed to alleviate this.

If your arrangements change during the day please ensure that you make a phone call to the office to ensure we know who will be picking your child up at the end of the day. If you are running late please take the time to make a phone call to school so that we are able to reassure your child that you are coming.

At 3.20pm all children that have not been collected will be taken to the main entrance and this is where you will pick them up, this ensures that they are safe and we ensure that they go home with the correct person. If you and your partner are separated and you have access arrangements through the court it is imperative that we have a copy of this document so we are aware of all arrangements that are in place. If you pop it in a sealed envelope and address it to the Head teacher or alternatively you can make an appointment to meet with the Head teacher as this can be a very sensitive issue for all concerned.

**Walking home alone** – Whilst I understand that all families are different I would only recommend that a child who is in Year 6 walks home alone. If you would like to give permission for your child to walk home by themselves then please request a permission slip from the school office, sign and return to school as soon as possible. If I do not receive the slip then they will not be allowed to walk home alone and you will be telephoned at the end of the day to come and collect your child. If you sent a signed slip in last school year we will need a **new** slip for this current school year.

**Outdoor areas by Reception and Nursery and the main playground** – These areas are learning environments and although they are very desirable for our young children to play on at the end of the day I would like to ask that you do not allow this and that you take them to the main playground area.

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**Main playground** - Once the children are in your care at the end of the day it is your parental responsibility to ensure your children are playing safely on the equipment.

**Bicycles** – If your child is riding to school on their bike, which I would like to encourage, it is school policy that once they are in the school grounds they come off their bike and walk it in to the bike shelter. The same applies at the end of the day. If you see any child riding their bike on school grounds please ask them politely to get off and walk. The children are very much aware of this policy so they will get off quickly.



We do allow children to ride their scooters in to school but may I request that they ride them at a sensible speed and do not attempt any tricks in the school grounds. May I also remind you that bicycles and scooters are left at your own risk and school does not take responsibility for them.

**Scooters** – If your child comes to school on a scooter please can I ask them to slow down as they come on to the playground as we had many incidents last term when children bumped in to people, young children and pushchairs. If we are unable to adhere to this then the decision will be made that they are just pushed on school grounds as our bikes are.

**Dogs and Smoking, including e-cigarettes – Under no uncertain terms are dogs or smoking allowed on any of the school grounds.**

If you have a new puppy we do allow one visit so your child can show their teacher and friends. This is not only a School policy but also a County Policy and must be adhered to at all times.

**Mobile Phones and iPods etc** – If your child finds it a necessity to bring their mobile phone or iPod to school then it must be brought to the office immediately at the beginning of the school day and collected at the end of the school day. It will be kept in the safe all day. If your child does not do this and it is found in school then it will be taken away and I will contact their parent to come and collect it from the office.



**Parents/Carers and Mobile Phones** – Phones should be turned off and not used as you enter school unless the Head teacher permits photographs at the beginning of

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the event. Videoing on mobile phones is **not** permitted on any part of the school grounds, inside or outside.

**Violent or Abusive Behaviour** – At times I understand that you may have concerns that need to be brought to mine or my staff's attentions. This can be done in a calm and respectful manner. I will not tolerate disrespectful behaviour to my staff, myself or other parents on school premises. Shouting, verbal abuse, inappropriate language or threatening behaviour will not be accepted. If this behaviour is displayed I will ask you to leave the premises and make an alternative time to meet or the phone call will be politely ended by my staff and reconvene at a more appropriate time. In extreme cases, to safeguard the school community, I consider revoking that person's licence to come onto school grounds for a period of time.

**Photography and Video cameras** – Video cameras are not allowed at school events, we will do our best to video events but there may be a charge for the disc. Photographs are only allowed to be taken and then used for personal use, not for the use on social networking sites. This is stated clearly in our Safeguarding Policy which is available on our website.

**Main Entrance** – The main entrance door is open at all times during the school day, the code is placed on before 8am and after 4pm when you will have to wait for a member of staff to let you in. All the doors around school are secured by a security card.

**Parent/Carer Volunteers** – We value parent volunteers, some of the work we do in school could not be achieved without you, e.g. individual reading, organising our library, supporting educational visits, baking, gardening and supporting in class. If you are interested in supporting in school please chat to your child's teacher and she or he will provide you with the information and guidelines that you will need.

Many thanks for taking time to read this letter and I look forward to a very successful forthcoming school year.

***'Working together to ensure the safeguarding of your children'***