

Changes to the School Day

Dear Parents,

During my first term as head teacher I have reviewed a range of school procedures. Throughout, the Ofsted visit I was able to discuss these processes with Mrs Cogher, the inspector.

One of the key areas I identified is the way in which children and adults enter and leave the school building. With over 128 children in school arriving or departing via the small main entrance out onto a busy main road it became clear this was a hazard and therefore a safeguarding issue.

Whilst it is lovely to see parents and have daily contact it is not safe to have parents, children and siblings in the classroom. It is important that we start the day promptly and safely knowing that all children are present and accounted for.

So, in response to these dangers school will be implementing the following changes to the start and end of the school day, after the February half term break.

Monkey, Hippo, Giraffe, Elephant and Lions Classes

Children and parents will no longer be permitted to enter via the main entrance, unless they arrive outside of the normal school day or as a parent you require help from the office based staff.

Instead we will open the green gate at 8.40am where a member of staff will 'Meet and Greet' parents and children.

Parents and children will walk down the side of the school and enter the school playground, where you and your child/children must wait. Staff members on duty will be on the playground ready to take any messages or answer any queries you may have.

Zebra Class

Parents and children must follow these new procedures through the 'green gate', **however** you and your children must enter school via the rear playground, up the ramp and around the back entrance where staff will meet you and your child. Please leave all prams and buggies outside under the veranda.

Children must remain on the playground, supervised by staff until the whistle is blown. Parents **are not permitted** to enter the building without a member of staff on duty granting permission.

At 8.50am the whistle will be blown and children will line up in their classes, their class teacher who will lead them into school will meet them. Parents are not allowed to enter school at the start of the day – it is unsafe to have adults and children in school unsupervised.

Parents must then leave the school grounds immediately as the 'green gate' will be locked from 8.55am.

Due to the new system 'On Time' stickers will not be issued but regular attendance will be rewarded termly.

Children arriving after 8.50am will be recorded as being late and must enter via the main entrance.

Arrangements for Breakfast Club will remain unchanged.

If it is raining in the morning then children must go to their classrooms where their teacher will be waiting for them.

At the end of the school day, the green gate will be open to parents from 2.50pm, please walk along the side of the school building and wait on the playground. Teachers will bring the infant children out onto the playground at 3pm and juniors from 3.05pm.

Children attending after school clubs will exit via the main entrance at 4.15pm.

The main aim of these changes is to keep everyone safe, **NOT** keep parents out. I strongly encourage you to take advantage of the opportunity to chat with parents and staff on the playground during the morning and at the end of the day.

If you have any concerns that need addressing please do not hesitate to contact the office based staff who will do all they can to help.

If you have any questions, please do not hesitate to contact me directly at school my door is always open.