

HAMBROUGH PRIMARY SCHOOL AND NURSERY

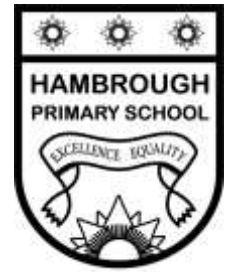
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Headteacher: Louise Singleton - BA (Hons), PGCE, NPQH

19th January 2017

Safety and Security

Dear Parents/Carers,

Safeguarding all children to ensure their safety & well-being is a key priority at Hambrough. To achieve this we need your support and co-operation.

I take this opportunity to remind you of previously arranged procedures:

- Children should come to school at 8.45 am, and NOT before, as there is no supervision in the playground
- Parents & children should cross South Road only at designated crossing points NOT across the flow of traffic. Cars should not stop or park on the double yellow lines outside the school gate.
- Please leave your children at the classroom door.
- Parents are not allowed to enter the school building.

HOMETIME SAFETY:

- At the end of the day (3.30pm), if you wish to see a member of staff please pick up your child first and come around to the front door entrance. Office staff will arrange the meeting.
- Late children are brought to the school office and if not collected by 3.45pm will be sent to the After School Care club in the Nursery and a charge of £3.00 made on collection.
- Curriculum Club children should be collected at 4.30pm from the front entrance where the children will be brought out to you by the teachers. Please wait in the outside waiting area (by the benches). Please do NOT enter the school. If not collected by 4.40pm they will be sent to the Nursery and a charge of £3.00 made.
- Late school or after school care club (run by Mrs Singh) children should be collected from the Nursery door.
- At the end of the day, can parents collecting children from **Poppy** and **Tulip** classes please wait behind the fence outside the Year 3 classes.
- Parents collecting children from the **Reception, Year 1 and 2 classes**, can we request you form a line and wait till the teacher hands over your child to you. Please do not call out their names and try to push through, as this can get very confusing and chaotic - and is unsafe!
- When collecting **KS2** children from the playground, please wait until the teacher has handed your child to you.

NURSERY SAFETY

- The Nursery gate will be opened at 08.45am, 11.35 am and then again at 12.45pm & 3.35pm for Nursery parents to enable them to collect and drop their children. Please maintain punctuality when dropping & collecting.

LUNCHTIME & CAR PARK

- Children going home for lunch must be collected from and dropped to the front entrance of the school. Please do not drop children before 1.00pm.
- The Beatrice Road pedestrian gate will only be opened at the start and end of the school day. It will NOT be open at lunch times. You will need to walk to the front of the school - I am aware that many parents live in the close vicinity of the back entrance and I do hope you will understand that this is in the interests of pupil & staff safety and security.
- The car park is not to be used to walk through under any circumstances.

I cannot stress enough that **IN THE INTERESTS OF PUPIL SAFETY PARENTS ARE ASKED TO ENTER THE SCHOOL VIA THE FRONT ENTRANCE DURING THE SCHOOL DAY**. If you want to come to school to see me or a member of staff please use the front entrance. All adults on school premises must sign in and out of the visitors' book and will be required to wear a visitor's badge.

I am sure you will support these school procedures.

Yours sincerely,

Mrs L. Singleton

RRSA Article 4: The government has a responsibility to make sure your rights are protected.

