



“Be courageous; be strong. Do everything in love”.

13th September 2023

Dear Parents and Carers,

We are currently reviewing the security of our access points alongside our safeguarding procedures for the start and end of the school day. Several issues have arisen since the start of this term that I need to address with you in terms of safeguarding all pupils. The following changes will take effect immediately.

Before School

Pupils should NOT be on the school site before 8.40am. Our school gates will be opened by our premises officer/staff at 8.40am. This morning we had pupils arriving at school at 8.15am on bikes and scooters and were waiting unsupervised in the car park.

We do not have staff on site available to supervise any child before 8.40am. A member of staff will be at the gates and playgrounds from 8.40am to ensure the safety of all pupils and to see them into school.

It is your responsibility to ensure your child arrives at school at the time specified and not before. We will notify you if your child is at school before the required time. Please discuss this with your child(ren).

Start of the Day

Children are to arrive promptly at school no later than 8.45am so that we can get them settled and ready to start the school day at 8.50am. Gates will be locked from 8.50am.

If you are late arriving, you **must** sign your child in at the school office. Late marks are recorded and monitored.

As soon as you have safely dropped your child off, we kindly ask you to leave the school grounds promptly so that all gates and doors can be locked.

End of the School Day

Gates onto the premises, including the Horseguards estate, will be opened at 3.10pm. Please make your way around to your child's collection point and make sure you are visible to your child's class teacher. Younger children should always be collected first. Gates will be locked from 3.30pm onwards. If your Year 5/6 child is walking home without an adult, you will need to sign a consent form which will be held in the office. If you are late collecting your child, please make your way to the school office.

Safeguarding

Parents must NOT enter the school building at any point of the school day. This is for safeguarding reasons and you will be asked to leave if you are found entering the school premises. All external doors to the school will be locked by staff.

Headteacher: Mrs Laura Oakes

Chair of Governors: Dr Lucy Gregson-Green

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If you need to speak with your child's class teacher or a member of Senior Leadership Team (SLT), please request this via the school office and arrange a suitable time.

If there are changes to your child's home time arrangements, please notify the school office as soon as possible, but no later than 2.00pm on that day. This is to ensure that the information can be safely passed to the relevant staff so that your child is sent home with the authorised person.

Dogs

You may have seen the news recently in which a child was attacked by a dog. **Our policy for dogs is that they must NOT to be brought onto the school grounds.** Dogs must stay with an owner outside the school gate. Please do not tie your dog to the school gates and leave it unsupervised. Parents with children from EYFS to Year 5 must be able to walk their child to their drop off point and not left to walk through the school gates unaccompanied.

Carpark

Parents must **NOT** park in the school carpark unless authorised by the school. This is a **STAFF** carpark **ONLY**. Parents must **NOT** use the school carpark at any time, including picking up from afterschool clubs.

I am aware that there is a lot of information above. However, I would appreciate your support and co-operation in these safeguarding matters.

Kind Regards,

Laura Oakes
Headteacher