



February 2023

**RE: School site safeguarding update**

Dear Parent/Carer,

I would like to remind you about some changes to our site and procedures that will commence after half term. In addition to the barrier, we have decided to invest in motorised vehicle and pedestrian gates. This investment will further improve and add to the existing safeguarding measures for our pupils whilst on the school premises.

Work will commence on Monday 20<sup>th</sup> February and is expected to be completed within the half term break. From Monday 27<sup>th</sup> February there will be some changes to the entry times that pupils will be allowed onto site and these are detailed below:

The motorised blue vehicle school gates and the side blue pedestrian gate will remain closed at all times. Entry for staff and school buses will be via a buzzer and intercom to reception. Pupils will not be allowed access to the site before this time unless they are booked into a before school activity or the breakfast club. The booking form is attached with this letter and parents/guardians will need to book their child in for each morning before school activity as required.

Pupils who are booked into a school session before 8.30am will be able to access the school site no earlier than 8.00am via the top blue pedestrian gate by pressing the buzzer and speaking to a member of staff. If your child is listed on that days before school register, they will be allowed through the gates. They must enter the school via the front reception door where they will be registered as present on site.

All other pupils will not be allowed onto site until 8.30am and must enter via the side green pedestrian gate. This will be opened by a member of staff and pupils may then proceed via the back of the school onto the yard. They will not be allowed to enter the school unless they need to use the toilets situated by the Diner doors. We ask that parents do not drop off their children too early as they will be required to wait outside until the school gates are opened.

Children arriving by school bus must also be booked into before school activities or breakfast club if they wish to enter the school building before 8.30am. They must also enter the school via the front reception to be registered on site. All other bus children must go to the school yard as usual on arrival.

All pupils must be on site by 8.45am. Pupils arriving after this time will be recorded and persistent latecomers will receive sanctions and staff may call home to discuss the reasons.

Pupils arriving after the green gate has been locked, must go to the top blue pedestrian gate and press the buzzer to be allowed into school. They must enter school via reception and their reason for being late will be recorded.

As per our current procedures, we ask that parents do not drive or walk onto the school site without prior agreement or an appointment. Parents must drop off their child at the gates and not enter the school site or reception unless it has been prearranged with a member of staff. All visitors will be asked the reason for their visit via the intercom at the gate buzzer. If your visit has not been prearranged, you will be politely asked to contact the school via phone/email/text to arrange a convenient appointment when the appropriate member of staff will be able to deal with your enquiry.

Pupils attending after school clubs will be escorted to the top blue pedestrian gate at the end of their session to meet parents/carers. We ask that pupils are collected promptly at the end of the clubs and cars are parked with respect to our neighbours driveways and properties.

In the first few weeks of operation we ask that parents bear with us as we get to understand the traffic flow of staff cars and school buses. We may need to make small changes to these procedures as we assess the impact on our site and neighbours and we will communicate any changes to you via our parent email. We would appreciate your assistance by not parking or driving onto Churnet View so that traffic coming onto site is not blocked or impeded in any way and we can keep our residents' driveways as clear as possible.

I would like to thank you for your assistance and understanding whilst we establish these procedures. If you have any further queries, please do not hesitate to contact the school.

Kind Regards



Mrs S Burges  
Bursar