



Headteacher: David Coaché

21<sup>st</sup> March 2018

Dear Parents/Carers,

Over the past few weeks a number of health and safety concerns and incidents have arisen, so I am writing to ask that you both respect and support the procedures that have been put in place in order to ensure the safety of pupils and families both before, during and after school.

### **Collection at the end of the day**

School staff will only dismiss children to named adults over the age of 16 at the end of the day. If normal collection arrangements need to be changed for any reason, or parents wish their child to be collected by another parent or adult, they must inform the school office by 2.30pm so that a message can be sent to the class teacher. This includes collection from after school clubs.

We will not permit any child to walk home by themselves unless they are in Year 5 and they have prior written permission from parents. Class teachers consistently provide this message to their pupils and we urge parents to reiterate to their children that until an adult in school dismisses them to whoever is waiting to collect from school, they must remain in the school building. *An unfortunate incident occurred last week after a child decided to walk home when their parent was not immediately visible after a school club. Thankfully, the child arrived at home safely, but the child's parents have asked us to inform all parents of the event and to reinforce the school's procedures in the hopes of preventing a similar distressing incident occurring again in future.*

### **Trim Trails, outdoor play equipment, adventure playground and outdoor areas**

We are delighted with the newly installed trim trails at both settings and children have been taught to use them safely and respectfully during school time. This equipment is for use by pupils under the supervision of school staff during school time and our public liability insurance does not allow for any other use. It is therefore essential that parents do not allow children, including older and younger siblings, to play on these either before or after school and ask that parents closely supervise their children while waiting for school to end. We would also like to ask parents to ensure that children do not climb the grassy bank area outside the Year 3 classrooms on the playground; this is a well known safety rule that all children know must be followed to prevent accidents and we would ask parents to reinforce this before and after school as well.

### **Siblings**

In order to prevent accidents, we would like to ask all parents and carers to ensure that they closely supervise younger siblings whilst waiting on the playgrounds both before and after school. This can be a very busy area and we are keen to ensure that younger children are safe while on the school grounds. This is also applicable on the roads around both settings at the busiest times of the day, before and after school, as there is a considerable increase in traffic at these times.

## Scooters and Bikes

Thank you to parents and children who are remembering to push scooters and bikes when on school grounds at both settings; it enables our playgrounds and paths to be much safer for all who use them. However, we would like to remind everyone that scooters and bikes should be left in the bike racks provided at both settings rather than wheeled to the classrooms. This not only reduces congestion, but also the temptation to hop on and have a quick skate/cycle while waiting outside the classroom doors!

## Staff Car Parks

To eliminate misconceptions regarding the use of the car parking facilities at both settings, I would like to clarify our policies as follows:

### King's Road

From 7:45am, parents may use available spaces and disabled bays closest to the school to temporarily park and escort their child to Breakfast Club. This designated 'Breakfast Club drop-off zone' cannot be used after 8.30am when other pupils start to arrive. At this time, parents must use the Turning Circle to **drop off only** for school - traffic must continue to flow to avoid congestion on King's Road. The staff car park must not be used and parents should not attempt to drive up towards the school after 8.30am. The car park and Turning Circle are out of use for unauthorized vehicles from 2:45pm at the end of the normal school day. However, parents collecting children from after school clubs may use any available spaces and the Turning Circle to park after 4pm.

### Burford Road

The staff car park must not be used by parents at any point, including dropping off for Breakfast Club or collecting from after school clubs, including Shine After School Club, so that two-way traffic is kept to a minimum. Free car parking facilities are available next to DeMontfort Medical Centre along Burford Road during drop-off and pick up times.

## Parking on the road at both settings

We are very aware of the parking difficulties faced by parents and carers at peak times, but we have received an increasing number of complaints from our neighbours regarding parking near to the school. Please can we ask all parents to ensure that they do not block driveways and that they park sensibly, safely, legally and courteously when dropping off and collecting children from school. In doing this, we can ensure that our neighbours are happy and continue to support the school and our children can be safe.

As a DfE funded academy, our school is situated within private grounds providing facilities for the education and recreation of pupils on our register. Staff working at the Academy are required to ensure that these procedures are followed and will challenge children or adults failing to follow this guidance within our grounds. Thank you for supporting us in providing a safe environment for all of our school users.

Yours sincerely



David Coaché  
Headteacher