

Thursday 21st September 2017

Dear Parents and Carers,

At The Pochin School the safety and well-being of the children is always our number one priority. I am certain that you will wish to help and support us in promoting the best possible safeguarding and health and safety procedures in school. Whilst we are always keen to keep our friendly and approachable ethos, our current procedures at the start and end of the day contravene safeguarding and fire safety regulations.

It is with the safety and well-being of our children in mind that I am writing to inform you of some changes to procedures in school, particularly at the start and end of the day. I hope that you will understand that these changes are in the best interests of our children's safety.

With effect from **Tuesday 26th September 2017** ALL adults who are on the school premises (with the exception of the playground at the start and end of the day) must report to and sign in through the school office.

This means we will longer be able to permit parents to accompany the children to classrooms at the start of the day or collect them from the classrooms at the end of the day.

As from **Tuesday 26th September 2017** please bring your children to school as usual from 8.30 a.m. onwards. Do not leave children before 8.30 a.m. as there are no staff on duty. Please do not leave your child on the school grounds unaccompanied if there is no member of school staff present. Kiss and Drive will continue to operate in the usual way from 8.30 a.m.

There will be members of staff on duty to greet your child each morning. You do not have to stay with your child on the playground if you don't wish to.

Class 1 and Class 2 - on the school playground.

Classes 3, 4 and 5 - on the village hall playground.

At 8.45 a.m. a member of staff will blow a whistle on the school playground. Any remaining parents should leave the playground and the children line up. School staff will then accompany the children to their classrooms. At 8.50 a.m. a member of staff will blow a whistle on the village hall playground. Any remaining parents should leave the playground and the children line up. School staff will then accompany the children to their classrooms.

At the end of the school day we wish to ensure that the children go home safely. We will only permit children to be collected by parents (with parental responsibility). Other adults will be permitted to collect your child if you have given your written permission on the slip below. If you need to change these arrangements or in the case of an emergency please contact the school office.

At the end of the school day parents are asked to kindly wait on the village hall playground. The children will line up on the school playground awaiting your collection. We ask that you come through the pedestrian gate near the village hall to collect your child and leave by the school gate at the bottom of the ramp (so in effect we have a one way system).

If you need to pass a message or query to your child's class teacher please do so via the school office.

Please be patient with us whilst we implement these new procedures. We understand that to start with the beginning and end of the day may take slightly longer than usual but I am sure that you will agree the safety of our children is a priority.

I thank you in advance for your help and support in this matter. Please do not hesitate to contact me if I can be of any further help.

Yours sincerely,

Michelle O'Dell

Head Teacher

COLLECTION OF CHILD FROM SCHOOL

Name of Child:

Class:

I give permission for the following adults to collect my child from school.

Signed: _____ (adult with parental responsibility)

PRINT NAME: _____ Date: _____