



HAVERIGG PRIMARY SCHOOL

Atkinson Street

Haverigg

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Headteacher: Mrs M Narongchai

06.12.19

Dear Parents/Carers

I would like to give you a quick update on the security of our school and provide some reminders of routines at the start and end of day.

We have always been fairly lenient regarding the coming and going of parents into school and would love for it to remain this way but it is essential that we continually strive to make our site as secure as it can be to ensure your children can learn in a safe and happy environment; be assured, any changes we make will be for this reason.

Unlike other schools, we do not currently have a high fenced perimeter so therefore, we do need to ensure our doors and gates are closed / locked where possible during school hours. If you need to access school between 9am and 3pm then please use the main gate and report to the office.

Children need to be dropped off in the morning and collected at the end of the day at their classroom doors, there should be no need for parents to enter classrooms with children (excluding Reception). Obviously we do appreciate that there are times when a quick message needs to be passed on. As always if you are having any difficulties then please come and talk to us.

Parents with Reception class children and older siblings can collect them both / all at Reception class at the end of the day but in the morning we ask that they are dropped at their own classroom door. If anyone still needs clarification on where this is for their child, then please just ask. All Junior children go down onto main yard in the morning where a member of staff will be on duty.

Could we stress that the main entrance into school is not to be used for bringing children into school. If children have payments / forms to drop off, there are boxes in each class for this purpose that are brought to the office every morning. If you do need to speak to someone in the office, please can we ask that you drop your children off first, then call on your way out. Exceptions to this are all infant children who arrive by bus or taxi and those who are brought to school from Nursery; junior children who arrive in this way still go onto main yard.

Children arriving late into school for unavoidable reasons (after 9am) will need to report to the office so the register can be updated.

- School open to pupils – 8.40am
- Register taken – 8.50am – please note all children should be in school by this time unless there is an unavoidable reason.
- Lessons start – 9am

We do realise that this may not always seem convenient, but your children's safeguarding is our utmost priority. Once again, please get in touch if there is anything you need clarifying. We are always happy to help. Thank you for your support and understanding.

Regards


Mrs M.A. Narongchai