

Tickhill Estfeld Primary School



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**Common Lane
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Thursday 13th September 2018

Dear Parents and Carers

IMPORTANT – PLEASE READ

I apologise for the lengthy document but this is a timely reminder of school's safety procedures and policies regarding arrival and departure from the school premises. For those new to school some of the information may be new. However for those of you that may be familiar with the procedures, please re-read at the beginning of this new school year just to refresh your memory.

At Estfeld we consider the safety and well-being of our pupils our priority. Our school site is secure and our electronic gate system ensures that during the school day we can monitor closely anybody who enters or leaves the school site.

Our gates are locked between 9.00am and 3.10pm and all exit and entry from the site during this time is controlled by the school office. For the periods 8.40 – 9.00am and 3.10-3.30pm the gates are opened so that all can access the site at the beginning and end of the school day. During these times parents and carers are responsible for the safety of pupils when they are not inside the school building. Gates are locked between 3.30pm until 4.25pm so that the site is secure during after-school clubs.

Please do not arrive at school in the morning before 8.40am as the school gate will be locked until this time.

If arrangements change regarding who is bringing or collecting your child from school, please contact school as soon as possible. If this happens during the same school day you must speak to somebody at school by telephone to ensure that your message has been received. Do not use email as we cannot ensure that your message will be read before the end of the school day.

Please note that parents and carers wishing to speak to a member of school staff must not enter the cloakrooms and classrooms via the pupil entrances. If you need to discuss anything with a member of staff or wish to enter school building, you must do so via the main entrance.

It is important that our pupils to have a calm start to the school day and also out of consideration for others we do ask parents and carers to ensure that their children stand with them or their adult before the school doors are opened. Similarly at the end of the school day pupils should stay with their adult once they have left the school building, so that they do not become separated in the crowd. Pupils must not play on the trim trails, tyre parks or in the gazebo at these times.

Very important – latecomers arriving at school will need to use the intercom to gain entry to school. In school we will make all pupils aware of this but it is very important that parents and carers ensure that their child has entered the school building if they are arriving late. Please do not drop-off pupils who are late outside on Common Lane.

Contact Details

Please make sure that if you have changed your contact details since last term that you request a data check sheet from the school office. It is important that we have your correct details, especially mobile phone numbers. This is the quickest way to contact you should the need arise and will ensure that you receive any school text messages.

Yours sincerely

Miss Diane Risley



School has the following procedures and policies in place to make the school journey as safe as possible:

Please do not arrive before 8.40am as the school gate will be locked until this time.

Pupils in Reception and Key Stage 1

Arriving at the School Premises

Pupils in Reception and Key Stage 1 must be brought to school by an adult. A member of school staff will be on duty in the cloakroom and pupils must not be left by their adult until they have entered the school premises. On no account should pupils leave or be encouraged to leave the building once they have entered. Please do not distract staff by engaging them in conversation as their priority is to ensure that pupils do not leave the building once their adult has dropped them off.

Leaving the School Premises

Pupils in Reception and Key Stage 1 must be collected from school by an adult. A member of school staff will not allow any pupil to leave their exit until they can see the adult who is collecting them. Please stand close by so that staff can see you easily.

Pupils in Key Stage 2

Arriving at the School Premises

Pupils in Key Stage 2 may make the school journey independently, at their parents/carers discretion. Once they are on the school site they must go directly into the school building once their cloakroom door is opened in the morning. Once inside the building they must not leave again without permission. A member of school staff will be on duty in the cloakroom. Please do not distract staff by engaging them in conversation as their priority is to ensure that pupils do not leave the building once they have entered.

Leaving the School Premises

Pupils in Key Stage 2 are released from their cloakrooms at 3.15pm. Adults collecting them should ensure that they know where to meet them on the school site. Please ensure that your child understands that if they are expecting an adult to collect them and that adult is not outside school at the end of the school day that they must return to the school office, who will then make enquiries; they must not decide to leave the site alone or walk with another adult. This is something that we do remind pupils of in school regularly.

For pupils who are making the journey home independently it is important that they go directly home, whilst the area is busy and there are plenty of other parents and carers around to help if there is a problem; Common Lane is very lonely after 3.30pm.

Parking outside school

We appreciate your help in helping us to keep our pupils safe on the school site. We also appreciate those considerate drivers who also help to keep our pupils safe on Common Lane by obeying the parking restrictions by not parking on yellow lines and not parking in or using our lay-by; our pupil use this area as a safe space to cross as they know that it should be traffic-free. It is also very important that drivers refrain from making u-turns on Common Lane/Airedale Avenue. The unexpected change of direction can confuse pupils crossing the road and puts them at risk.

School sends several reminders to parents and carers about parking and driving near to school and we work with our pupils on road safety as part of the curriculum throughout the school year. Please be one of those drivers who puts our pupils' safety first.

After School Clubs

Pupils will be let out of school via the main entrance at 4.30pm. The member of staff on the door will not allow any KS1 pupil to leave until they can see the adult who is collecting them. Key Stage 2 pupils may be allowed to go home independently if prior arrangements have been made. After October half term, when it will be dark at 4.30pm, all pupils must be collected from after-school clubs by an adult.