

FRANCES OLIVE ANDERSON
Church of England (Aided) School
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Headteacher: Mrs Sarah Woolley



Diocese of Lincoln

08.03.16

Dear Parent/Carer,

We have recently reviewed our procedures for keeping our children safe and have a couple of aspects we are going to tighten up on as we feel as always, improvements can be made.

Many thanks to those of you who have raised any concerns as this has fed into our review of practice.

Firstly, in the morning the gate to the playground near the main entrance will be locked by a senior member of staff at 8.55 am, then that staff member will then go straight to the back gate and lock that one also. If you allow your child to use the back gate unsupervised now that they are a bit older, please ensure they arrive before 8.55 as we do not want them to be locked out and then have to walk around the road unaccompanied to get to the front entrance.

At the end of school a staff member will unlock both gates at 3.20pm, at this point all fire doors and doors to the outside will be locked. No parent/carer should come into school from any door other than the front entrance. You will be politely asked to wait outside if any member of staff sees an adult in the school corridors or by the lockers.

The doors to the outside will be locked as the last children leave at 3.30pm. If your child has forgotten anything please come round to the front entrance and speak to a member of the office staff.

The gates from the playground and the back gate will then also be locked by 3.45pm. All staff running clubs or after school activities will be told that the children will only be allowed to exit via the front door. This is where you should arrange to meet your child.

I hope this is clear and that you understand the reasons for these slight changes. As always, the safety of the children is our first consideration. Please continue to let us know if you can see ways we can further improve our practice or if you have noticed something which is a concern. By working together we can ensure we provide the safest possible learning environment for all of our children.

Kind Regards

Mrs Sarah Woolley
(Headteacher)