



**HUNTON & ARRATHORNE C P SCHOOL**  
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**HEADTEACHER: Mrs J Grainger**

Friday 29<sup>th</sup> January 2016

**Keeping Safe**

Dear Parents/Carers,

We have been reviewing our current arrangements for children’s arrival and departure from school and there are a few areas for concern which we wish to address as soon as possible for the children’s safety.

**Before School Club**

Our Before School Clubs begin at 8.30 a.m. and it is important that children attending the club are at school as near to that time as possible. If your child is going to be late, please let us know, particularly if they make their own way to school, as it is possible their whereabouts could be unaccounted for for at least 20 minutes before we would start asking where they are.

Please see them into the school building. If you just see them enter the playground this is not a safe handover as we may not know they have arrived at school. Children could go somewhere else before coming into school during the time when they should have been at club.

**Before School**

Staff are in the playground from 8.50 a.m. to ensure a safe handover. If weather is inclement then children may come straight into school from 8.50 a.m. Please make sure they enter the building and remember that the infants’ gate is locked at 9 a.m. for their safety. If your child is unable to attend school please call and leave a message if necessary before 9 a.m.

**After School Club**

We are compiling registers for after school clubs and it is important that you let us know if your child is not going to attend or, conversely, let us know as soon as possible if you wish them to attend as a ‘one-off’.

**After School**

It is important that staff and children, where possible, know who is collecting them from school to ensure a safe handover. However, it can sometimes be hard to keep track of changes, so we request that as often as possible that these arrangements be made in a timely way although we appreciate that emergencies can happen to all of us. If children are going home in a car with different adults it is also useful to consider the need for car seats.

We are encouraging KS2 children to wait in the playground until parents come to get them as some children leave the school grounds looking for parents who may be running late. Again, a call informing us of this would be helpful.

Please return the attached slip so we know you have received this letter.

Yours sincerely,  
*Joanne Grainger*  
 (Headteacher)

.....  
 I am the parent/carer of ..... and I have received the letter concerning routines for before and after school.

Signed .....

