

Lancasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

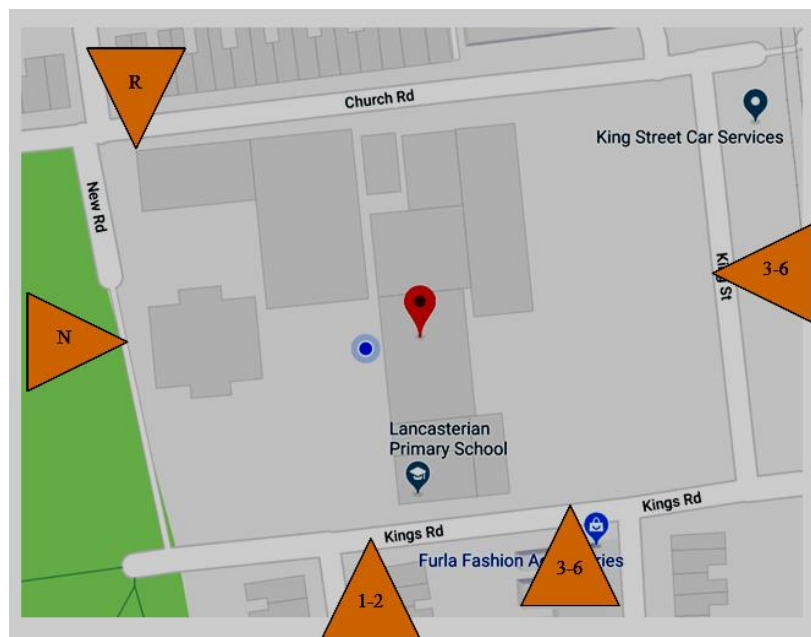
Monday, 19 March 2018

Dear Parents/Carers,

Following a recent review of our site security we will be changing the beginning and end of day routines from Monday 16th April (after the Easter holiday). Your children's safety is always our top priority and, unfortunately, current dropping off and picking up arrangements make it too easy for unknown adults to enter the school building.

From Monday 19th April, no adult will be permitted access to the school building during drop-off and pick-up times except via the main office entrance and for appointments only. The only times that entry via other doors will be permitted will be during special events such as coffee mornings, school discos and international evenings.

Drop-off and pick-up locations, times and entrances will also change as below. This is, again, to better manage adult access to the site and to respond to requests from parents with children across key stages for a more staggered start to the school day. The new routines will be as below:



Symbol Above and Meaning	Parent/Carer Beginning and End of Day Entry Point	Start of Day	End of Day
N Nursery	Nursery door, as currently	8.45	3.45
R Reception	Back gate on Church Road into Reception Playground	8.50	3.20
1-2 Years 1 and 2	Main entrance and KS1 gate as currently	8.55	3.25
3-6 Year 3, 4, 5, and 6	KS2 gates, as currently	9.00	3.30

- In the mornings, gates will open approximately 15 minutes before the start of day and close 5 minutes after the start of day.

- In the afternoons, gates will open approximately 10 minutes before the end of day and close 20 minutes after the end of day. Late collections fees will continue to apply as currently.

Please also note the additional changes to current routines below:

	Changes to Morning Routines	Changes to Afternoon Routines
Nursery	All late arrivals should go to Nursery entrance and buzz at the intercom there, not to the main school entrance.	No additional changes.
Reception	Children should wait with their parents in the reception playground until staff open the classroom doors to welcome them in. Children are permitted to use the climbing frames under their parents' supervision and at their parents' risk, <u>but must not touch the learning resources which will have been set up for the day.</u>	No additional changes.
Years 1 and 2	No additional changes. As always, parents please stand clear of children whilst they are lining up so that they can be easily seen by their teacher and TA.	Classes will be brought to new specific locations in the playground for collection. Please do not attempt to collect your child until the class has reached their location and the teacher has seen you.
Year 3, 4, 5 and 6	No additional changes.	No additional changes.

Members of the senior leadership team will be available across the school playgrounds during morning drop-offs and afternoons pick-ups as currently.

We will also be making some additional small changes to lunchtime routines and public lunchtime site access and installing Fire Exit alarms in the dining hall, again to ensure the safety of your children.

We appreciate your support and cooperation with these changes and are sure that you will understand that they are all being made to ensure your children are as safe as possible at school. **Once again, from Monday 19th April, no adult will be permitted access to the school building during drop-off and pick-up times except via the main office entrance and for appointments only.** If you anticipate that this will cause you a particular problem for some reason, please flag this up to a member of the senior leadership team so that we can find a solution before the new system begins.

Yours sincerely,

PAUL MURPHY
Head Teacher