

Dear Parents/Carers,

Re: Start and end of school arrangements

At Hollickwood School, your child's safety is of utmost importance to us. Our ability to safeguard your children is robust due to the support from all parents and carers. As part of Hollickwood's safeguarding responsibilities, we have reviewed our procedures and made a number of changes to ensure your child's safety remains a priority. Therefore, we would like to clarify the measures in place at the start and end of the school day.

Start of school arrangements:

School grounds are not supervised until 8:30am, therefore children should not arrive earlier unless part of Breakfast Club, where entry is via the buzzer system at the front gate. Please do not use the car park to enter the school grounds.

Children should always travel to and from school with adult supervision in primary school. All children must be supervised by an adult until school staff enter the playground at 8:30am.

Parents/carers of children in Early Years are welcome to support their child into the setting until 9:00am when the gates will be secured. For all other year groups, children enter the class at 8:50am, when the second bell rings, with school staff.

Please note between 8:30am-9:00am no parents are allowed into the building. If you have a message or concern, please go to the school office where a member of staff will help you.

Breakfast Club:

Children must be brought to the New Room at 7:30am and handed over to a member of staff. If you wish your child to attend Breakfast Club, there is an online booking and payment system to ensure there is adequate supervision for your child. Please be advised that by not pre-booking you risk your child not being admitted into Breakfast Club if their safety will be compromised.

Independent travellers:

Children in Year 5 and 6 may be considered to be an independent traveller once a request form has been completed and signed by their parent/carer. If agreed by the school, independent travellers are able to be unsupervised in the playground and are trusted with the responsibility of being safe without an adult.

Please be advised that parental consent includes that you accept full responsibility for your child's safety walking to and from school. This is the same for out of hours activities, clubs etc. Any additional information will be sent to you prior to the club or out of hours activity.

Independent travellers must inform their teacher when they are leaving the school grounds. Your child's wellbeing is important to us, therefore children may have their independent traveller status revoked if there are concerns for their safety. This will always be discussed with their parent/carer.

Gates:

The front and back gate open at 8:30am, when children are able to enter the playground. School gates are secured at 9:00am. After this time, the main entrance must be used. Gates are opened at 3:10pm for end of day collection. Both gates will be secured at 3:30pm.

If you are late and there is no one on duty this indicates that the doors have been secured. Please use the main entrance to the school office and ensure that your child is signed in by reception staff.

#### End of school arrangements:

The school day ends at 3:20pm and class teachers will be in the playground for parents/carers to collect their children from their classes. Children may also be picked up by a known adult to the school or known child over 16 years of age. These adults must have been agreed with the parents first and the school notified. It is parent's/carer's responsibility to ensure the safety of their children once they have been collected from the class.

If there has been an arrangement for your child to be picked up by somebody else, it is the parent's/carer's responsibility to inform the class teacher of the change. If the class teacher has not received any such message from the child's parent/carer, then the child must stay with the class teacher until their parent/carer has been contacted to verify the change of arrangements.

Please be prompt collecting your child at the end of the day as they can become very anxious. If, for any reason, you are unavoidably delayed please contact the school with an estimated time of arrival. Children can be collected from the late room until 3:50pm. After this time they will attend After-School Club and a fee will be charged.

Please note between 3:10pm-3:30pm no parents are allowed into the building. If you have a message or concern, please go to the school office where a member of staff will help you.

#### After-school clubs:

The front gate will be open between 4:25pm-4:30pm. Please note that no parents are allowed into the building at this time. If children are staying for clubs, the adults running the club will ensure that they are collected by an appropriate adult. Parents must inform the club as to the name of that person collecting, or make it clear if the child is to walk home with parental permission. This should be in writing.

Please collect your child from the playground, where they will be dismissed by the club leader. Any early collections must be pre-arranged with the club leader.

For any emergency collections, please contact 07561346767.

#### Office Hours:

Please note that Office hours, for general enquiries and payments, are from 8:30am-9:15am and 3:00pm - 3:40pm and can be accessed via the main entrance. Drop off and pick up are via the playground only for school and clubs.

If for any reason you need to drop-off anything for your child or a member of staff during school hours, please leave it at the school office where staff will ensure that the correct child/adult receive it. It will not be permitted for adults to walk around the school grounds during school hours unless attending a prearranged event. For all pre-arranged events, entry is via the school office only.

#### Emergencies

Safeguarding is everyone's responsibility. If you suspect there is an intruder on the premises please report to a member of staff straight away. If you feel that there is an immediate danger then contact the police on 999. Thank you for your continuous support.

For any further safeguarding issues please do not hesitate to contact the designated safeguarding teachers: Hugh Vivian, Skeve Constantinou and Zaineb Shah.

Yours faithfully,

Hugh Vivian  
Headteacher

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