

6th December 2019

Access arrangements to the Rooksdown school site.

Dear Parents and Friends of Castle Hill,

As we are sure you are all aware, the Safeguarding Arrangements of the children is our main priority and we are constantly reviewing our processes and procedures in our ever-growing school. Now that we are a 2-building site with numerous points of access, we have been looking at simplifying the entry points to the school buildings at the start and end of the school day. This is to improve security whilst the external gates are open.

Collection and drop-off points remain unchanged. However, if you need to enter the building for any reason please note the following:

- In the new building, entry is ONLY through the exterior classroom doors – the doors at either end of the building will be locked. Please do not bring your children through these doors.
- In the main building, the door to the library will be locked. If you need to go to the reception, please walk around the side of the building and enter through the front door (the gate next to the hall will be unlocked). Please do not use this door as a short cut through to the main reception.
- If you arrive after the doors have closed, then you will have to come through main reception to sign your child in. Your child will be directed to their classrooms by a member of staff and it will not be possible for you to accompany your child to the classroom.
- Pick-up points from afterschool clubs remain unchanged; your children will be dismissed at the front of the school via the main reception. If your child needs to collect a bike or scooter you will be asked to enter the playground via the side gate.
- If your child has left something in the classroom, re-entry into the school cannot be allowed, so please report to the main reception where, if possible, a member of staff will escort your child to collect their belongings. The main reception is open until 16:30 Monday – Thursday and until 16:00 on a Friday.
- Energy Kidz are sending a separate communication about changes to their collection and drop-off arrangements.

As we are sure you will appreciate, walking into the school buildings at any other points gives relatively easy access throughout the whole school. In the interest of maintaining a safe and secure school, we are therefore making these changes. Thank you in advance for your support and co-operation in not accompanying your child into the school buildings as this ensures we know who is on the premises and whose safety we need to account for.

The Castle Hill Team