



Monday 18th May

Site Security and After-School Collection Procedures

Dear Parents and Carers,

As you will understand, during the time children are attending after-school clubs and interventions, it is extremely important that we maintain a safe and secure school site for all pupils, staff and visitors. Following previous reviews of our site security procedures, we made the decision to close certain gates during these times in order to carefully manage movement around the school grounds.

We would like to take this opportunity to clarify the arrangements and timings for the end of the school day and after-school activities:

- At the end of the school day, the gates will open at 3:00pm and close promptly at 3:30pm.
- The front gate will remain open during this time.
- The remaining gates will reopen at 4:05pm in time for collection from after-school clubs.

For parents and carers collecting children after interventions, which finish at a slightly earlier time at 4:00pm, the front gates will be left open and all children will be dismissed from the main entrance.

We would like to apologise if any parents or carers have previously arrived to collect their child and found a gate closed. Please be assured that the gates will be reopened in time for the collection of children attending after-school clubs and activities.

We also kindly ask that parents and carers do not come onto the school site to watch children taking part in clubs or activities. While we appreciate your enthusiasm and support, limiting access to the site helps us to maintain a safe, secure and well-supervised environment for all children attending after-school provision.

We would be very grateful for your cooperation with these arrangements and ask that all families support the procedures that are in place. By working together, we can continue to ensure that the end of the school day remains calm, organised and safe for everyone.

Thank you, as always, for your continued support and understanding.

Yours sincerely,

Mrs Tottie