

5<sup>th</sup> October 2018

RE: Health & Safety – Gate Opening Times at Castle Hill Primary School: Greenbank Campus

Dear Parents and Friends of Castle Hill,

In recent weeks, we have noticed an increase in the number of children coming onto school grounds unaccompanied by an adult. There is also an increasing trend for children arriving at school earlier and earlier in the morning.

The school gates have historically been unlocked at 8am and children arriving before 8:35am have been unsupervised. In light of a recent Health & Safety review and the recommendations given, we are changing our **gate opening time to 8:30am**. Children will not be able to come onsite before this time. This change will come into effect on **Monday 8<sup>th</sup> October 2018**. Up until the point that the children enter the school grounds we know you will appreciate that they are your responsibility.

Children attending the pupil premium breakfast club (which starts at 8am) and Morning Monitors (who start at 8:20am) will need to buzz at the pedestrian gate to be let in at a slightly earlier time. Please note the desk is unmanned before 8am and **Morning Monitors should not be onsite unsupervised before 8:15am**.

Ideally children should be dropped off and come straight into class when the doors open at 8:35am and all children should be in class by 8.45am in order to be marked in as present on the register.

These measures have been taken with the Health & Safety of all children at the heart of decision. If any inconvenience is caused this is not our intention, but we know you'll appreciate our motivation. We are sure that you can understand the need for us to keep our children safe and secure at all times.

We anticipate that for the majority of parents this will make no difference to your morning routine, however if you have a unique and compelling circumstance, then please speak to your Head of Year in the first instance.

Thanks in advance for your support.

CHPS Team