



St. John's C E Primary School

Executive Head Teacher: Mrs Lynda Doel B.Ed. (Hons), NPQH

Head of School: Miss Sharon Rutherford B.Ed., NPQH

'Aiming for excellence with God as our guide'



Changes to the morning gate procedures

Dear Parents/Carers,

Welcome back to a new school year at St. John's.

I have become aware that the current procedures on the gate in the morning are a potential safeguarding risk, which although slight, needs to be addressed.

Parents/Carers will no longer be allowed onto the school site in the mornings, other than to access the office. There will be **no access to the playground**. For all children, from year 1 upwards, adults should now say goodbye to their children at the school gates on Maple Road. There will be school staff available to accompany the children to their classrooms, until they get used to the change, should they need it. There will also be members of staff on the gate who will take any messages you may need to pass on to a member of staff.

Reception class children should be taken through the main entrance of the school (access to the office area) where they can be delivered directly to the gate of the Early Years area.

The opening and closing times of the gates will not be changing. Gates open at 8.45am and **close promptly at 8.55am.**

Changes to the procedure will take place from **Monday 10th September.**

There will be no changes to the end of day procedures so you will be able to meet your children from their classrooms and talk to the staff should you want to.

I appreciate your support with this change. We all care about the safety and wellbeing of the children and want to do everything we can to ensure their security at all times.

Kind Regards

Mrs L Doel
Executive Head

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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.