



Sutton Green Primary School

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Headteacher: Mr D Armer

'Together Helping Every CHILD'

HELP US TO KEEP SUTTON GREEN A SAFE SCHOOL!

Dear Parents and Carers,

We wish to ensure the safeguarding of your child at Sutton Green Primary School whilst continuing the valued support of its communication and open door policy with parents and carers. By working in partnership we can provide a supportive working environment whilst also ensuring the welfare and safety of your child.

The school has a clear routine both in the morning and throughout the school day to ensure children arrive in school on time and to limit the number of adults on the school premises. This has been established for a variety of reasons, some of which have been to develop independence in the children, ensure the safety of children in the space restricted corridors and classrooms, to help the children to feel safe and secure in their school environment and to ensure that health and safety risks are minimised.

This is just a reminder of our policy:

No adult will be allowed access into the school building without first signing in at the front office and acquiring a visitor badge to wear whilst being in the school. Any adult not signing in and not wearing a visitor badge will be asked to return to the front office and sign in immediately or leave the school premises. It is intended that your child will feel safer in knowledge that if an adult is wearing a visitor or staff badge they are in the school on official business. This monitoring system enables us to check who should, and who should not be, on the school premises. Mobile phones or cameras cannot also be used on school premises without prior authorisation, and their use is restricted.

Hopefully this message: **NO BADGE, NO ENTRY!** and these procedures set out below should help ensure the safety of the children.

Early Morning Procedure

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|--------|---|
| 8.45am | Gates opened |
| 8.45am | Children start arriving on the playground. |
| 8.50am | All teaching staff will be present on the playground. |
| 8.55am | Whistle will be blown and children will line up on the playground in their class lines. (Reception classes will enter via their classroom doors) |

PLEASE do not leave your child in the playground after 8.55 as the external doors will be locked at 9.00 a.m.

BE ON TIME, BE IN LINE FOR 5 TO 9!

Children will then be lead into the school building. Parents and Carers are **NOT** required to follow the children into the school building. Once the children have entered the building, the external doors will be **LOCKED** at 9.00am. Gates will be shut during the school day apart from lunchtime.

LATECOMERS must enter the school at the front via the main entrance. Younger children should be accompanied by their Parents and Carers to be signed in. Year 6 children without adult supervision may sign themselves in.

Rainy day procedure

- 8.45am Gates opened
- 8.45am Children start arriving on the playground.
- 8.45am Playground duty staff will make a decision as to whether children should be allowed into school.
- 8.45am All teaching staff will go to their classrooms to enable children to be supervised in class.
- 8.45am- 8.55am Children (**NOT adults**) will enter the school building and make their way to class (Mrs Richards/Miss Keegan's class will enter via their classroom doors)
- 9.00am External doors will be **LOCKED**.

LATECOMERS must enter the school at the front via the main entrance. Younger children should be accompanied by their Parents and Carers to be signed in. Year 6 children without adult supervision may sign themselves in.

These procedures will will be monitored closely by the senior leadership team and appropriate revisions will be made.

We wish to emphasise that Sutton Green School values its link with parents and carers. We continue to encourage any parents/family members who wish to help in the classroom and know that adult helpers are the best resource a school can have. It will also still be possible for parents and carers to speak to their child's class teacher by making appointments through the school office.

Many thanks for your support in keeping Sutton Green a safe place for all children.

Mr D Armer Headteacher.



HELP US TO KEEP SUTTON GREEN A SAFE SCHOOL!

I have read the letter regarding Helping to keep Sutton Green a Safe Place for Children.

Child's Name _____ Class _____

Parent's/ Carer Signature..... Date_____

BE ON TIME, BE IN LINE FOR 5 TO 9!

