



February 2018

Dear Parent/Carers,

School Gate Changes and Safeguarding Reminders

Here at Redlands, we fully recognise the contribution we can make to protect our children and support our pupils in school. We continually aim to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate.

With this in mind, we, along with the safeguarding lead of DSAT, have recently undertaken a review of the school and the accessibility of parents and pupils in and around school hours. The outcome of this review has established that, for the safety of the children, we must reconsider the accessibility of the school and therefore the opening times of the school gates.

The main school day will remain between 8.45am and 3.15pm, however from Monday 19th February, the school gates will be opened and closed as below:

Morning: Gates open at 8.40am - Gates close at 9am

Registers close at 9am. Any child arriving after this time will need to come into school via the school office to sign in and will be marked as Late.

We appreciate that this may be a change for some parents who drop off on a morning; however, should you need to drop off your child earlier than the above opening times, our Breakfast Club is available from 7.30am and bookings can be made via ParentPay up until the night before.

Afternoon: Gates open at 3.10pm - Gates close at 4.30pm

Clubs and Aftercare collections: The main school gate will remain open until 4.30pm to allow parents to collect from clubs and aftercare. Following 4.30pm, the side gate next to the school office will be open to collect children from Extended Care. Please go to the Hippo door entrance and ring the mobile number provided **07518 102856**.

Safeguarding Reminders

Access to School: We would like to take this opportunity to remind all parents that they **should not** be walking through school. If they wish to speak to a member of staff, parents should ensure that their child is in their class registration line and then come directly to the office to arrange for an appointment to be made.

Toilets: Pupil toilets must **not be used or entered by adults, under any circumstances** as this is vital for the safety of the children. If a parent or child, who does not attend the school, requires use of the facilities, they should speak to the school office to request permission.

School Office Entrance: Access to school via the school office entrance is for pupils arriving after 9am or being collected prior to 3.15pm. As such, all parents and children exiting the school must use the main school gates unless previously agreed with the school. This is due to the fact that parents are readily opening the doors for others, allowing them to enter or exit the school without considering the safeguarding implications this may have.

Parking: With the above in mind, please be aware that the car park next to the school office and at the front of the school should not be accessed. Parents with a blue badge are permitted to park, as long as their badge is clearly shown and office staff are made aware. For safeguarding reasons, the side gate will close at 9am and re-open at 3.10pm. We will be closing the gates at the side of the school office as a result of a safeguarding audit and to ensure the safety of our pupils.

Regards and Best Wishes,

Mr Jon Brown
Executive Headteacher

Mrs Michelle Tobin
Head of School

Mrs Louise Headley
Assistant Headteacher