



Heavers Farm & Selsdon Primary Schools

SCHOOL SECURITY ARRANGEMENTS

Dear Parents and Carers

At Heavers Farm Primary School we take your child's safety very seriously. We would like to ask you to work with us in our efforts to help keep your child safe by carefully reading the information below about the school's security arrangements and organisation of the school day.

STARTING THE DAY

The school gates are opened for Breakfast Club at 7.30am. The classroom doors are opened at 8.40am. Parents are responsible for their children until the doors are opened, so please make sure that your children are safe and do not allow them to ride bikes or scooters or climb on the outdoor equipment. Members of school staff are usually on duty from 8.30am in the area outside the classrooms. Parents of Nursery, Reception, Year 1 and Year 2 children need to stay with them until the classroom doors are opened.

For children riding scooters and bikes, there is storage on site at various locations. The school gates are locked during the day, however bikes and scooters are left at their owner's risk. We therefore suggest a bike/scooter lock is a sensible precaution.

END OF THE DAY

At the end of the school day the gates will open at 2.45pm to allow adults into the playground to meet their children. Staff will not allow any Nursery, Reception, Year 1 or Year 2 children to be collected by primary school age children. Staff will also not give your child to anyone who is not an agreed regular person or another parent unless pre-notified. If you need someone else to pick your child up, please let us know. You can either tell (or drop a note to) one of the classroom staff when you drop your child off in the morning or you can leave a message with the school office. In order to maintain the safety of the children, if we have not been notified of a change of collection we will always phone parents to confirm.

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DURING THE SCHOOL DAY

The perimeter gates are locked during the school day and visitors need to press the buzzer in order to gain access to the school site. There is a video link on each main gate buzzer so that the identity of each visitor can be confirmed before they are granted entry. There are also CCTV cameras placed all around the site, which are monitored by the Site Manager and administration staff.

WHAT SHOULD I DO IF I AM LATE?

The classroom doors are closed at 8.50am. The school registers are taken promptly. If you are late to school please report to the school office so that your child can be signed in. The office is responsible for ensuring that your child is marked present in the register. The registration of your child is key to maintaining health and safety in school in the event of a fire we know who is present and who is absent.

The beginning of the day is very important because the first lesson of the day is reading. If you are continuously late this will have significant impact on your child's progress. Persistent lateness will result in a meeting with the Attendance Officer to discuss issues that you may be having in getting to school on time.

BRINGING ITEMS FROM HOME TO SCHOOL

From time to time the children may be asked to bring items into school, from home, linked to a topic. On these occasions they will be put safely in the care of the teacher and used at the appropriate time to support learning. School will not be liable for any missing or broken items that are brought in to school outside of the above reason.

If a child be found with a toy or item from home, the child will be asked to hand it the class teacher. The item will be returned to the parent of the child at the end of the day, week or half term as seemed appropriate by the class teacher.

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