

Learning for Life



Sutton in Craven C.E (V.C) Primary School

Headteacher: Mrs K Herbert

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26th November 2018

Dear Parent/Carers,

You may have noticed that we had a visitor with a clipboard in our playground a couple of weeks ago - the Health & Safety team (HANDS) at North Yorkshire County Council are going round schools in the county and observing procedures for the beginning and end of the school day as part of a rolling programme of visits to all schools. The feedback on our procedures was positive, however, there were a couple of recommendations that we would like to share with you on how we can improve them further.

Before school

- Please can we remind all parents that you are responsible for supervising your children before the bell is rung; please can you ensure that wherever you are stood you have a clear view of your child.
- Please can parents work with us to ensure that the main gate is kept clear at all times, but particularly after the bell has gone, so that children can enter quickly onto the playground.
- We will be changing our procedure slightly so that the gate on to Gatering Lane is locked as soon as all the lines have gone in and before the doors are shut. Please can you support us with this by leaving the playground as soon as possible after your child has gone in.

After school

- Due to our increasing numbers, the doors to the school playground do get busy at the end of the day. It is important that the doors are kept clear so that members of staff can see all children to the person who is collecting them. From Wednesday, we will mark out an area around the doors for members of staff and children to stand in and would appreciate your support with keeping this area clear at all times. If you would like to speak to a member of staff, please can we ask that you wait outside this area until the staff member has seen all children to the people collecting them.
- Please can we remind all parents of our request that you leave site as soon as you have collected your children and that you do not allow them to play on site at this point as they are no longer insured.
- The children are aware that they should not play behind the shelters and we will be fitting a barrier so that they cannot access this area, however in the interim please can parents make sure that when children have been handed over to them they are not playing in the area behind the shelters. The children are also aware that they should not be climbing on the planters.

Thank you for taking the time to read this letter; we appreciate your support with these minor amendments to our procedures.

Yours sincerely

Mrs Katy Herbert
Headteacher

