



# St Joseph's

Catholic Primary School  
*To follow in Jesus' footsteps, caring for each other when we work, play and pray.*

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29<sup>th</sup> September 2017

Dear Parents

**There seems to be confusion among various groups of parents with regards to the schools position on parking and cars on site.**

**The following should hopefully clarify our procedures:**

### **Start of the School Day- IMPORTANT SAFETY MESSAGE**

The school day officially starts at 8.35am when the doors will be opened and staff commence duty (both in and outdoors). No children are allowed into the building until this time.

The electronic door security system on all external doors ensures that no-one can gain access without a 'fob'. Therefore, if a child is dropped off, *as has been the case on a number of occasions*, from 8.20am (*when asked, 'because Gran/ Dad.. was in a rush!'*) the children will be left outside unsupervised!!

This is not acceptable or safe. Please ensure your child /grandchild is safe by remaining with them until 8.35am. Thank you.

### **Arriving after 8.45am**

Children arriving after 8.45am must be brought to the main entrance where they will be signed in as late and then taken to their classrooms internally by the office staff. Children cannot be brought to the classroom doors for two reasons;

- a) The doors cannot be opened from the outside without a 'fob'
- b) The classroom register will have closed and for H&S reasons they will not be on the system for the day.

### **Electric Gates**

The electric gates are on timers. At the end of the day both open between 3- 3.30pm, the vehicle gate closes at 3.30pm but the Pedestrian gate will remain open until after the Sunshine Club closes at 5.45pm– to use this gate you simply push or pull- it is not automatic.

The vehicle access gates will remain closed at the end of the day until all afterschool extra-curricular clubs have finished and children been collected- at this point 4.45pm until 5.45pm these gates will open for access to the Sunshine club.

### **Use of the Car park**

#### **Morning rules-**

Due to staff arriving and bays being allocated, we are unable to allow any parental cars on site in the mornings at anytime.

#### **Afternoon rules**

- Cars are allowed on to site after 4.45pm
- All cars must be parked correctly within one of the marked parking bays.
- Cars must not drive and park up near the PE container – this is dangerous for pedestrians.
- Parents with children coming from the Sunshine club **must ensure that children remain with them and DO NOT run off** in front of them.
- All parents and children arriving and leaving the Sunshine club must follow the path near the school building and not walk directly through the car park.

**Unfortunately, failure to comply with this or parents acting in a manner that places others at risk of harm will result in their use of the Sunshine club facility being withdrawn.**

Bromwich Drive Entrance is opened at **6.35am until 8.55am** and **3.00pm until 5.30pm** every day.

Yours sincerely

G M O'Hara



**ST JOHN PAUL II**

Multi-Academy Company

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