



Alston Moor Federation
Alston Primary School
Nenthead Primary School
Samuel King's School

Working Together – Achievement For All

19th July 2019

Dear parents/carers,

Entrance and Exit to the Alston Schools' Site

We are currently reviewing our approaches to health and safety and safeguarding. An area that we would like to make more efficient and effective is the arrival at school in a morning and the leaving of school in an afternoon. Our current system makes it difficult to know exactly who is on site at the start and end of the school day meaning that in the event of a fire or evacuation situation, the current system makes us slightly vulnerable.

It is also difficult to monitor adults who are on the school site at the beginning and end of the day. This impacts on our safeguarding obligations to ensure that any adult who can be in contact with children has signed in and their whereabouts can be determined at all times.

With these issues in mind, I would like to pilot a new system for the start and end of the school day from September 3rd 2019. A further review will be carried out at the end of the first term.

The only children that should use the main school reception entrance should be children coming to our breakfast club from 08.15am. This service will continue to be free of charge to all AMF students. Parents or older students should sign in on entry to breakfast club.

All other Alston Primary School pupils should enter school via the official APS entrance at the left hand side of the building when looking at our school from Church Road. Federation staff will open entrance doors to the primary school at 08.40am and welcome pupils to school. Children who arrive on school buses will be escorted into school by staff. These entrances will then be closed and locked at 08.50am. Parents/carers/other adults should not enter the building with children via these entrances. At the end of the school day at 15.25, Alston Primary School pupils will leave school via the same designated primary school exit where school staff will hand over responsibility to parents/carers.

To ensure pupil safety all children from nursery to year 4 should be accompanied to and from school by an appropriate adult. Pupils in years 5 and 6 can walk home with written permission from parents/carers.

Please contact school before 9.15 if your child is absent so we can account for their whereabouts and safety.

In the event of parents/carers running late, school staff will take children back into school. Adults should then report to the main school reception where your child will be brought to you.

All Samuel Kings' School students should enter school via the secondary school entrance at the bottom of our school next to Art & Science. Students can access this entrance via the blue gate on the right hand side of our building looking at it from Church Road or the normal entrance paths across our school field. Doors will be opened at 08.50am where students will be welcomed by SKS staff. The Federation does not assume responsibility for students who are not in breakfast club and choose to arrive in school grounds early. The secondary entrance will be locked at 09.10am. Any

Alston Moor Federation
Alston Primary School
Nenthead Primary School
Samuel King's School

Working Together – Achievement For All

student arriving after this time should report to main school reception. All SKS students should exit at the end of the day using the same doors.

We welcome parents/carers to come into school at any point, as the need arises and for appointments. Please continue to do so but via the main school reception only, where you will be signed in and the appropriate member of staff will be contacted.

Thank you in advance for your support in this important matter to keep all of our young people safe whilst in school.

Best wishes

A handwritten signature in blue ink, appearing to read 'S. Dixon', with a horizontal line underneath.

Mr S. Dixon
Headteacher

