



17th September 2018

Dear Parents/Carers,

Pupil Safety and Safeguarding

It has been brought to my attention that the safety of our children was very nearly compromised on Friday afternoon. As a result of this I have no choice but to implement a number of changes.

Visitors will no longer be allowed entry to the school hall once our celebration or class assembly has started. Anyone arriving late to the assemblies, for whatever reason, will not be given entry in to school. All visitors to the assemblies must be in the hall and the doors to the hall will be closed to minimise disruption. Class assemblies will start promptly at 2.30pm and celebration assemblies will start promptly at 2.45pm. **ALL** children must return to their classes to be dismissed at the end of the day. It is unacceptable to try and encourage your child to leave with you from the assembly hall. Staff need to ensure that all children are accounted for before they allow any child to leave the premises. Visitors must leave the assembly via the main school entrance NOT by the side entrance to the school office.

I acknowledge that the weather on Friday afternoon was less than ideal but the safety and well-being of our children has to be our priority. If it is raining Reception parents are welcome to wait under the blue canopy, however when the children come out at the end of the day all parents must move to outside the gated canopy area. The end of the school day is a busy time and it is essential that every Reception child is handed over to the appropriate adult. Please do not shout to your child to encourage them to leave. Whilst it may take a few extra minutes it is important that your child waits until a member of staff calls their name. This ensures that a member of staff has seen every adult collecting children and prevents any child going missing.

All of the children across school are dismissed as quickly and as safely as possible at the end of the school day. Staff would appreciate your support and cooperation to ensure that all home times are as smooth as possible.

Kind regards,

Mrs M Gum
Headteacher

Woodford Lane, Winsford, Cheshire CW7 2JS
Telephone: 01606 288044
Email: admin@stjosephs.cheshire.sch.uk
Headteacher: Mrs M Gum



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