



Nathaniel Newton Infant School
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Headteacher Mrs J Forshew

Learning Together to be the best we can

19th September 2014

Dear Parents,

We take the safeguarding of the children who attend Nathaniel Newton Infant School very seriously and as a result of this we regularly review our procedures. After our latest review I will be making the following changes which involve the locking of the gates onto the playground with immediate effect.

The gates that lead onto the playground from the path and car park will be locked at 9am each morning and will be unlocked again at 2.45pm.

We will then lock the gates again at 3.25pm. The reason for this is that some of our after school clubs take place outside and by having the gates locked onto the playground, I can ensure that all children attending the clubs are kept safe.

When collecting from after school clubs, parents are asked to enter school through the main doors and wait in the entrance hall. If your child's club is taking place in the hall, we will invite you to go into the hall when the club has finished to collect your child. If your child's club is taking place elsewhere in the school we will bring them to you in the entrance hall.

Please can I also remind you that we need confirmation from you if someone different is picking up your child at the end of the day. This can be done by telling your child's class teacher at the start of the day or alternatively ringing the office who will pass the message on. (If ringing the office, please where possible, let us know before 1.15pm as the office is not always fully manned in the afternoon)

Thank you in advance for your understanding.

Yours sincerely,

Mrs. Forshew
Headteacher

