



Nathaniel Newton Infant School
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Headteacher Mrs J Forshew

Learning Together to be the best we can.

Friday 3rd March 2023

Dear Parents/Carers

Our school has recently moved to an electronic sign in system when we have visitors to our school.

If you are visiting as a parent during the school day for an arranged meeting, you will be asked to sign in using this system. When visiting for assemblies, curriculum afternoons and parent consultation meetings, you will not be required to sign in electronically, as we use a different method of recording your presence for such events.

Moving forward, from next week, this system will also be used to register your child into the school if they arrive late.

On arrival at the office, please type in your child's name, select the reason for their late arrival and choose the lunchtime meal that your child would like. The meals for the week will be displayed below the sign-in screen.

Similarly, if you request to take your child out of school or leave early, you will also be asked to sign them out and provide the reason using this screen.

Of course, office staff will be on hand to help if there are any questions whilst you are using the system.

This information will then be written automatically into our register system, which will improve our attendance monitoring and make our fire evacuation safety procedures more efficient.

Whilst we are all getting used to the new system, you may find that there is a longer time to wait, especially if you are arriving late with your child and the screen is in use by another parent. We would ask for your patience with this.

We are sure that the new technology will improve our efficiency and safeguarding processes. Should you have any questions regarding this, please do not hesitate to call in to the office or telephone us, and we will do our best to help you.

Yours sincerely

Mrs. Forshew

Julie Forshew
Headteacher

