



Dog Kennel Hill Primary School
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Access Arrangements at Dog Kennel Hill Primary School

Friday 7th September 2018

Dear Parents/Carers,

In order to minimise the risk of accidents and intruders, no access will be permitted using the sides gates near the office area for dropping off in the morning, during the school day and picking up at the end of the day.

The main gates will be open on Grove Hill Road and Dog Kennel Hill from 8:45am until 9:00am. Parents please could you:

- Ensure that children have their belongings ready to join the class line at 8:55am.

We shall have staff in the playground, monitoring children from 8:50am. It is for parents to decide on the suitability of leaving their children unaccompanied during this period. However, we wouldn't expect our youngest pupils to be ready to be dropped off at school in such a way.

At the end of the day, the gates will be open on Grove Hill Road and Dog Kennel Hill from 3:00pm until 3:30pm for picking up arrangements. Parents please could you:

- Ensure you are visible for the teacher to hand over safely at 3:15pm.

If your child is in year 5 and 6 and are allowed to walk home unaccompanied a separate letter will follow for you to consent to this.

Parents with children in the nursery setting that are due to drop off and collect on a Wednesday afternoon, will do so from the side gate on Grove Hill Road. Late drop off and collection must go through to the school office.

As you can imagine, much discussion has taken place in order to ensure that this arrangement works for all. It is essential that the procedures I have outlined are followed. We will be continuously reviewing this arrangement to ensure that the children's safety is paramount, during transition time and during the school day.

Many thanks for your co-operation.

Linda Hillier

Head of School

