



**WEST BOROUGH**  
PRIMARY SCHOOL

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Headteacher Mrs Ashley Crittenden BEd Hons NPQH

15<sup>th</sup> September 2017

Dear Parents and Carers,

As a school, your child's safety and welfare is our utmost concern. At the beginning of a new school year, I would like to remind our families of a few safeguarding/safety regulations which will support the school in ensuring your child's safety.

Every parent supplies the school with a password. This is used in cases when someone different or unknown to the school is collecting. Please ensure you know this password and contact the school by 2.30pm when collection arrangements change. The person collecting will need to know the password too. Up until Year 5, we expect children to be accompanied to and from school, onto the premises by an adult or young person over the age of 16.

Scooters and bikes must not be ridden anywhere on the school site. I'm sure you can appreciate how busy the school is during drop-off and pick-up. A bike rack is provided by the Nursery.

The school play equipment is NOT to be used by the children before or after school. This includes the outside area in Year R and the trim trails on the field. Before 8:40am and after 3:10pm, pupils and siblings are the responsibility of their parents and carers and should therefore remain with them whilst on the school site.

The car park is for staff members, taxis, Blue Badge Holders and registered childminders only. Parents should use the drop-off area where possible. If parking in our neighbouring streets, please ensure you park safely, considerately and not in front of resident's drives, on the green, on corners or double yellow lines in our drop-off zone. Parking in around school is very limited and we ask that wherever possible families walk to and from school.

We ask that parents and carers refrain from using mobile phones whilst on the school site when dropping off and collecting children, except in an emergency. Signs are located around the school to remind you of this.

We are a non-smoking site. Smoking is not permitted anywhere within the school grounds and this includes e-cigarettes. Dogs are also not allowed on the premises under any circumstances.

Thank you for your continued support in ensuring your child's safety whilst on the school site.

Mrs A Crittenden  
Headteacher