



**Seal**

Church of England  
Primary School

## Seal Church of England Primary School

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Executive Headteacher: Mrs E. Mitchell

Head of School: Mrs L. Butler

5<sup>th</sup> January 2020

Dear Parents/Carers,

I would like to wish you all a happy New Year and hope you all had a great Christmas holiday. We look forward to welcoming you all back on Monday 6<sup>th</sup> January.

I am writing to you about arrangements for the start of the school day. As you are aware we operate a ten minute staggered drop-off for pupils to arrive at school, 8:45 – 8:55am. From 8:45am pupils can go straight to class and prepare for the start of the day; hanging up coats and belongings, completing early morning work etc. Unfortunately at the end of last term there were some pupils arriving on site early, unaccompanied by parents and playing in the school grounds. This presents a safety concern as the children are unsupervised.

With effect from Monday please note that pupils are not allowed on the school site unsupervised before 8:45 am and upon arrival are required to go straight to class. The exceptions to this rule are; if a child is accompanied by their parent/carer and under their supervision, or year 6 pupils who are permitted to arrive from 8:30am onwards. I appreciate that parents of older pupils are promoting independence and they may be walking to school on their own in preparation for secondary school but I would ask that they you reinforce the message that they are to go straight to class. We shall be delivering the same message to all pupils in assembly on Monday.

From Monday we shall have a member of the senior leadership team monitoring the school site and sending any pupils who are too early to school to our breakfast club. Parents will be duly informed and will incur a breakfast club charge if this happens again in the future. Any pupils found playing on site once registration opens at 8:45am will be escorted to class with a warning in the first instance and will receive sanctions if this occurs again. We shall be logging all transgressions.

I hope you understand that your child's safety is our paramount concern and will support us with this message. (*Article 24: All children have the right to a safe environment*)

Yours faithfully

Mrs Butler  
Head of School  
Seal CE Primary School