

Premises Security Updates at Kirkby Malzeard

As you are aware the health and safety of everyone on our school site is a major priority for us. We have, as you know, recently updated our security systems to ensure that our school buildings and grounds provide a safe environment for all of our pupils.

From Monday April 25th we will begin to implement our revised systems and would ask that you follow the procedures outlined below to ensure that we are all safe at all times.

- Pupils and parents/carers (school and pre-school) may enter the school at the start of the school day by either the front or rear access gates. These gates will be unlocked between 8.30 am and 9.15 am.
- Pupils and parents/carers (school and pre-school) may leave the school at the end of the school day by either the front or rear access gates. These gates will be unlocked between 3.15pm and 4.30pm.
- Parents/carers of school pupils requiring access to school during the day will use the front gate and access school via the main door. Access will be supervised by school staff. If you need to collect your child early or during the school day please let your child's teacher know in advance. Please also ensure that when you collect your child you sign them out at the office.
- Pupils/staff in the outdoor classrooms will access the main building via the door and corridor near the head teacher's office which requires a security fob for access. Children will not have unsupervised access to the front of the building.
- Pre-school parents collecting pupils during /at the end of the morning/ afternoon sessions will use the front gate, access to the rear playground and pre-school building via the metal gate will be supervised by pre-school staff through an inter-com system. Pre-school staff will also supervise pre-school parents leaving the site. This will also apply to parents dropping off children at any time when the rear gate is locked.

Thank you for your co-operation.

Andrea Peacock - Head Teacher