

1st March 2019

URGENT HEALTH AND SAFETY ISSUE – PLEASE READ!!

Dear Parent/Guardian,

It has been brought to my attention that some parents who are dropping off and collecting their children, are doing the following:

1. Not closing the door so it locks shut.
2. Admitting people unknown to them into the building.
3. Persistently ringing the doorbell because they are LATE! Please ring it once and wait.

Please ensure the following:

- 1 Double check when leaving the premise that you have shut the door properly as this is for the Health & Safety of your children and Beech House Staff.
- 2 Do not let anybody into the School. The School needs to know who has entered the building during the working day. You might think that you are appearing to be rude, but this is for the Health & Safety of your children and Beech House Staff.
- 3 Make ensure you arrive to school ON TIME! The back door is covered by staff from 8.30am-8.50am, and 11.50am-12.00pm, so after that we are all busy doing our jobs and do not have the time to be getting the door for late arrivals. If you are late then you'll have to be patient and wait for a staff member to stop what they're going so they can get to the door.

It is also your responsibility to hand your child over to a member of staff in the building, and not just at the door. We will not accept any child at the door so please do not ask staff or other parents to take in your child for you.

If you have a query or a concern with regards to this letter then please contact me directly.

Yours sincerely,

Mrs C. Collier

School Administrator