



28 February 2024

Dear Parents,

Several recent issues require me to restate the following in one place, as clearly and succinctly as possible.

MORNING ROUTINE

- If you arrive before 08:30, the safest place to wait is on the High Street Playground which is open.
- Gates open at 08:35.
- Doors open at 08:40 (*or at 08:35 if raining heavily**).
- The last entry through the gates should be at 08:45 at the latest.
- We lock gates at 08:50 – this is the latest the gates stay open to let parents leave, it is not an arrival time.
- The link for this information is here: [download.asp \(dosthill.org\)](http://download.asp(dosthill.org)).
- You will see that none of the above information is new or changed since September.

MORNING SAFEGUARDING

- Pupils are not in school's care until they enter school at 08:40 (*or at 08:35 if raining heavily**).
- Pupils should not use any fixed climbing equipment or resources and should be under the full, close supervision of a responsible adult if they are in Years R to 4.
- Parents should physically see their child through their chosen entrance.
- Year 5 and Year 6 pupils can enter school alone if permissions have been given. Once on site, they are not permitted to leave. Doing so is a disciplinary issue.
- Pupils in Year 5 and Year 6 should switch off mobile phones and put them away when entering the premises.
- Games, scooting, bike riding etc. should not take place on school grounds prior to the start of the day.
- Staff who are standing on the gates should wear high-visibility vests to indicate they are on duty – this duty requires them to meet and greet, ensure the right people enter and the right people leave. Increasingly, staff are being drawn into conversations that require privacy, forethought, and planned meetings – we will get better at not doing that.
- If staff are not wearing high visibility, they *are* there to chat or take messages.

AFTERNOON ROUTINE

- Gates open by 15:10 to allow pupils to move about the site safely and have full access to the outdoor spaces for as long as possible.
- If you have more than one pupil, collect the youngest first.
- Handover finishes at 15:25 – uncollected pupils are taken back into school and the Late Collection Policy is applied. The policy is here: [download.asp \(dosthill.org\)](http://download.asp(dosthill.org))
- The link for this information is here: [download.asp \(dosthill.org\)](http://download.asp(dosthill.org)).
- You will see that none of the above information is new or changed since September.

AFTERNOON SAFEGUARDING

- Pupils are in school's care until they have physically been handed to an adult if they are in Years R to 4.
- Staff should make certain they have handed each pupil to a responsible adult – this may take time in some circumstances. Staff members' duty of care must come before anything else, including minor impatience and annoyance. Abuse will not be tolerated.
- We have changed Y1 routines following issues – parents have been emailed separately and those arrangements repeated at the end of this notice.
- Pupils in Year 5 and Year 6 with permissions to exit alone should leave the school premises quickly, quietly and with regard for the adults and younger children around them.
- Pupils in Year 5 and Year 6 should not use their mobile phones until exiting the premises (we realise that parents may be messaging them with pickup points etc.)
- Abusing the mobile phone privilege is a disciplinary issue.
- Pupils should not use any fixed climbing equipment or resources and should be under the full, close supervision of a responsible adult always once handed over – try not to let them get ahead of you.
- Staff who are standing on the gates should wear high-visibility vests to indicate they are on duty – this duty requires them to challenge children leaving unaccompanied.
- Once all staff have completed their duties, they will be free to meet and talk with parents – you may well be invited inside. If you cannot wait, an appointment can be made.
- **If there is a change of adult collecting – please inform the office. Staff will challenge adults they do not recognise, do not be offended. We will require written confirmation of standing arrangements and make password checking part of the process for ad-hoc arrangements by September at the latest.**

*Why can't doors and the gates be opened at 08:35 every day?

I have been asked this question a lot. I just don't want pupils and parents to get needlessly soaked, but it's going over and above for you all when we open doors at 08:35. It is to do with teachers' directed time and the official start of the school day. Registration is a statutory, legal process. We open the gates 5 minutes earlier each day just to ease congestion and get families out of the road. If we changed anything, we'd open the gates at 08:40 and the doors at the same time – but this just isn't safe enough for my liking and would make traffic, parking, late arrivals etc. a greater issue than they already are. The problem we continually face as a school is we try to do more than is expected and then expectations become more than they should be. I hope this answers the question.

NEW YEAR 1 END OF DAY ROUTINE

- 1T will be dismissed from the side door exit nearest the gates.
- 1W from the far door on the Y1 playground further from the gates.
- All parents must be inside the Y1 playground area for a child to be released to you.
- No child will be sent to adults who are waiting beyond the playground, even if they are visible over the fence.
- Always keep pupils off the climbing frame.

Yours sincerely,



David Shakeshaft

Executive Headteacher

