

# ST. JOSEPH'S PRIMARY

# SCHOOL

Principal: Mrs. M. Wylie

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26.05.16

Dear Parents,

Following a review of the access to our school grounds, we need to make some important changes to arrangements for **visiting of the school during the school working day and the collection of children in the afternoon.**

We are currently working with DENI and the Education Authority to implement measures for the health and safety of our pupils that also allow for it to be manageable for yourselves as parents to access our school in a safe way.

Until these measures have been put in place, interim arrangements are necessary in order to ensure the appropriate safeguarding of all of the pupils of St Joseph's.

### **Access to the school grounds**

The pedestrian gate at our 'Back Car Park' (Queens Rd, beside canteen) will now be locked between the hours of 9.15am and 2.00pm and again from 2.10pm until 3.00pm

**Between these times, access to the school grounds should be via the Castle St entrance only – parents MUST park and use the pedestrian entrance to walk down to the school grounds – no vehicles are permitted to enter through these gates.**

Parents, Grandparents and Carers who need to visit the school between the hours of 9.15 and 3.00 may still park in our 'Back Car Park' but access to the school grounds beyond this is only via Castle St.

All visitors MUST report directly to the reception at our Main Entrance. Please DO NOT attempt to access the school building or our mobile classrooms at any time.

### **Collecting Pupils at 2pm**

Pupils in both P1 classes along with their siblings in P2/P3 will be brought to the pedestrian gate at the 'Back Car Park' and will be handed over to parents there.

All other P2 and P3 pupils can be collected from the Castle St entrance, where staff will hand over at the gate.

### **Collecting Pupils at 3pm**

Pupils in our P4-7 year groups are brought to the top of the lane or the 'Back Car Park' by staff at 3pm as per usual.

We would ask that when collecting pupils at either 2pm or 3pm, that parents, grandparents or carers DO NOT make their way down the lane or gather outside the mobile classrooms.

At both pick up times, pupils who are not collected by 2.10 or 3.10 will be brought back down to school and should be collected at the office thereafter.

**Cool Kids Collection**

If you are collecting your child between 2.15 and 3.00, please make your way to the pedestrian gate at the Back Car Park, where a member of staff will hand your child over to you.

If you are collecting a child from Cool Kids or Homework Club between the hours of 3.00 and 5.30 please make your way to the Cool Kids Cabin.

The Cool Kids Mobile Phone No. is 07933721017

**These measures will take effect from Tuesday 31<sup>st</sup> May 2016.**

**Please understand that these measures are necessary for the safety of all our pupils and staff. We thank you for your understanding and cooperation.**

**If you have any queries, please do not hesitate to contact me.**

Regards

Acting Principal