



**Extended Services provision for
ST MARY'S C of E PRIMARY SCHOOL**

Tel: 07951 072348

June 2018

Dear Parents

With the start of the new year academic looming it is always a good idea to remind ourselves of a few, very important health and safety/safeguarding tips to keep our pupils safe whilst attending the breakfast/after school club.

In order to promote the strict safeguarding procedures upheld in school I would like to remind you all of the following club recommendations, of which parents/carers are required to adhere to:-

1. Car park – Under no circumstances must parents/carers of the Hive enter the car park in their vehicle. This is a private car park where staff are aware of the security and nature of this space. For insurance purposes and the safety of the pupils, parking by parents/carers is strictly prohibited.
2. Walking through the staff car park – Keep your child close! Please ensure your child is by your side at all times. Under no circumstances must you allow your child to walk or run ahead or behind you. This is a very busy area of the school so please ensure your child is safe at all times, on exiting the club your child is your responsibility to keep safe. Please use the car park pedestrian entrance and pathways at all times and only cross the vehicle area when needed, being sure to check that it is clear to do so.
3. The Hive Gate – Please press the buzzer on arrival to the club. A member of staff will let you in electronically. Please note that on occasion there may be a slight delay due to staff availability. They are aware you are waiting and your patience is appreciated. On exiting the gate, please do not manually exit the gate without a Hive member of staff releasing you and on no occasion must you allow another person to enter, whether you know them or not. St Mary's operates a very strict safeguarding policy and all visitors MUST be known to the staff before entry.

Your co-operation and understanding is appreciated at all times when attending this facility. The school hold the right to refuse membership to families who are not willing to comply with the health and safety/safeguarding procedures of the school.

Yours faithfully

Helen Austin
Headteacher

PLEASE READ AND RETURN THE SLIP BELOW IMMEDIATELY

I parent/carer of have read and understood the schools recommendations for site safety when using the Hive extended day service.

Signed: Date:

Thank you, your co-operation and understanding is very much appreciated.
Please return this slip to the Hive.