



NOTTINGHAM ACADEMY

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REF: FM/TC

Friday 3rd November 2017

Dear Parents and Carers

Health and Safety on the Sneinton Boulevard Site.

Welcome back to the Autumn B half term - I hope you have had an enjoyable break. Keeping the children safe and healthy in school is our topmost priority. After a review of the first half term, we would appreciate your assistance with the following points to help us keep the children safe:

Arrival and Dismissal Times:

- Children are expected to arrive on the playgrounds between 08:40am earliest, and 08:50am latest.
- The children are not allowed to go on to the banked grassed area or the tree area for health and safety reasons.
- The children are not to play **any** ball games during this period as the playground is unsupervised and minor incidents can quickly escalate.
- Children will be dismissed from the playground at 3:20pm – please allow your child's teacher to dismiss your child from the line on the playground before they come straight to you - this helps us to ensure we are aware of safe collection.

Weather conditions:

- The children will be outside in a range of weather conditions. Please ensure that your child has a waterproof jacket or coat with a hood or hat and shoes with suitable grips for a range of outdoor conditions.
- If it is raining heavily, the children will be asked to go straight up to class from 08:40 onwards.
- If it is raining lightly, the children will remain on the playground until the teacher collects them at normal time.
- If it is raining moderately, the hall will be opened to give parents and children a place to shelter. The hall will be opened at the discretion of the office staff.

Food:

- Please ensure your child has access to breakfast in the mornings so they are suitably ready to start their learning.
- Please ensure your child has access to a water bottle in their classroom. Water bottles can be bought from the office or brought in from home.
- Please provide your child with a piece of fruit or healthy snack for break-times.
- Please ensure all containers in packed lunches are made of plastic, paper, card or foil (not glass).

Safeguarding:

- To ensure that all of our pupils remain safe at all times, the Primary Doors are all fitted with access control panels. Parents, Carers and Visitors can only access/exit the Primary Building via the Main Reception

Other:

- The site is very busy at the start and end of the days and excessive traffic remains an issue for us - to support us with this, please speak to your child about staying safe near the roads when walking home.
- Staying safe is a strong theme that we continuously teach the children about at school. If you allow your child to walk to and from site without you, please reiterate 'staying safe' messages too.
- If your child brings a bicycle or scooter to school, please provide a lockable chain.

If you would like any further information, please speak to your child's class teacher, Mr Jones, Mrs Beardah, Miss Theodosiou or me. We will be on the yard at the start and end of the day. If we cannot speak to you immediately due to teaching commitments, we will arrange to make an appointment for a more suitable time.

Once again thank you for both your support and your feedback.

Yours faithfully

Fiona Maciel
Assistant Head Teacher

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