



St. Chad's R.C.V.A. Primary School  
The Baltic,  
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Co. Durham  
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Head Teacher: Mr. D.M. Brown (B.Ed.)  
Deputy Head Teacher: Mrs. F. Brown (B. Ed Hons.)



Monday 21<sup>st</sup> September 2015

Dear Parent/Carer,

I would just like to clarify arrangements for arriving and departing from school.

### Dropping off:

- There is **No Parking** on school premises.
- Children entering school must do so through the front yard. No children should be sent through the car park due to health and safety reasons.
- The school has yellow zig zag lines which prevent any parking between the two traffic slowing chicanes. These parking restrictions start 8am until 6pm.

### Entering school:

- **If your children are attending breakfast club an adult must wait in reception until a member of staff lets them in.** Our door has a buzzer when it is opened, so we can hear you enter the premises. Please give breakfast staff a minute to answer the door. If no-one arrives within a minute there is a further doorbell which you can ring so you can get the staff's attention. Please avoid the temptation to ring repeatedly, as staff do genuinely try to get to the door as quickly as possible.
- Breakfast club opens at 8am and children can arrive between 8am and 8.30am to receive their breakfast, food stops at 8.30am but the children are supervised until 8.40am. The cost of the club is £1.50 per day.
- At 8.40am the gates are opened, for breakfast club and all other children, to arrive for their school day and is supervised by a member of staff. If you arrive before 8.40am you must remain with your child until the gates are opened.
- If your child arrives after the bell at 8.55am please bring them into school through the reception area so they are signed in.





### Departing school:

- Please park below or above the traffic chicanes and walk into the yard to collect your child.
- There is no parking within our car park and children should not exit through the car park even with adult supervision.
- If you are late your child will be asked to sit inside school until someone arrives to pick them up. If no-one arrives within 10 minutes we will phone one of the adults on the contact list for the child.
- If you need to collect your child before the end of school at 3.10pm please sign them out at reception.

I would like to thank you for your co-operation in following our procedures and contributing to our outstanding judgement for safety in our most recent Ofsted.

Kindest regards

**Mr Brown**

**Head teacher**

**St Chad's RCVA Primary**

