

St Joseph's Primary School Kingswood

Urgent information!

Changed Procedure to Morning Drop Off Beginning: Monday 8th February 2016

We have been reviewing our **Work Health and Safety Procedures** and will be implementing changed procedures for morning student drop off as from next Monday 8th February 2016.

All school gates will be locked until 8.20am when playground supervision begins.

Parents dropping children at Joy's in the morning will follow their usual procedure using the intercom at the gate.

Once gates are unlocked at 8.20am, they will be 'manned' by a staff member.

Staff at the gates will receive children and direct them to their area.
Parents will not be able to walk their child to the playground.

Parents attending the school **assembly on Mondays** or needing to enter the school grounds for any school meeting or event, **must sign in at the front office and wear a visitor's badge** and follow staff instructions re time of entry.

These **changes to procedure are to create a safe environment for all our students** and in response to diverse situations and events.

We appreciate your support in this and all our procedures to promote a safe environment for your children.

Yours sincerely,

Fran Jackson
Principal