



## Routines at the beginning and end of the day

### At the beginning of the day

Children are admitted from 8.30 am to the side playground. Staff are on duty at that time and their role is to supervise the children and to make sure that the building is kept secure from the public. Parents are asked to drop children off at the door; however, scooters may be fixed to the rack if necessary. If parents need to enter the school during this time, to deliver a letter, give a message to a teacher or to sign up for parents evening for example, they are asked to do this by pressing the buzzer on the door in Bury Walk. The office staff will speak to them over the intercom, before letting them in.

### At 3.30 pm

The door will be opened to parents at 3.30. Benches are placed across the middle of the hall and parents should remain on the side of the benches nearest the double door. The children sit in their lines with their teacher on the other side of the benches. Children will wait with their class until the teacher has seen the parent, they will shake hands with their teacher before being dismissed. This is to ensure that children leave safely with their parent or carer. We would ask that parents wait until all children have been safely dismissed before approaching the teacher to ask a question or provide information.

### Other security reminders

- School staff are on duty from 3.45 to monitor the door. They will ask parents which child they are collecting and from which club, before they are admitted.
- If someone different is collecting a child, we must have parental permission. The school office is to be contacted by phone, or in writing **by 3pm** on the day in question, so that a memo can be passed to the teacher before bedtime.
- If older children are allowed to leave school on their own, we must have parents' written permission.
- At 3.30pm, parents are asked to leave the hall as quickly as possible after collecting their child so that space can be freed up for other families.
- Parents are asked to share this information with whoever collects their child from school. The school should be introduced to new childminders so that we can recognise them.
- If parents enter or leave through the door in Bury Walk, they should make sure no-one enters behind them before closing the door securely.

## Parents Association, Parent Reps and Parent Forum

The PA is where parents and teachers work together for the good of the children in order to organise events throughout the year. All parents and staff members are welcome to be involved whenever they wish. Particular thanks to all of our parent reps this year; they will be emailing you all in due course. The role of the parent reps is to send emails to the rest of the parents in the class to cascade information, to organise procedures for events tailored to their own class (e.g. 1<sup>st</sup> Holy Communion), and to represent their class at the Parent Forum meetings.

The school's **Parent Forum** was introduced last term in order to make it easier for parents to raise questions and make suggestions about the school. Our parent forum aims to represent the views of all parents and to be a voice to inform our school of the needs of children and families. Each term, the parent reps from each class meet with Mrs Griffiths to raise questions, suggestions and concerns. Mrs Griffiths may also consult parents on future plans for the school. The forum facilitates communication between parents/carers and staff and governors, offer a parent's perspective on current policy and practice and input into decision making and planning for future provision.

### How can I raise something for discussion at the forum?

- By emailing your class rep before the meeting
- By sending a letter to the school, marked 'Parent Forum' and placed in the green suggestion box on the wall as you enter the hall from Cale Street
- By writing your query and posting it in a Parent Forum box available at coffee mornings

### How will I find out what was discussed?

The questions and suggestions raised at the meeting, along with the school's response and any actions taken will be recorded in the school's newsletter, and uploaded on the school website.

### What sort of things might be raised at the forum?

The forum will be a valuable way to share ideas, views, concerns and make suggestions for improvement. Possible topics might include after school clubs, school routines, school lunches, school events, fundraising, school uniform and general curriculum questions.

### What sort of things should not be raised at the forum?

The forum is not in place to address specific concerns about an individual child or issues relating to individual members of staff. Parents who need to discuss these issues should approach their class teacher or the Deputy/Headteacher. The school's complaints policy can be found on the website.

The school's next parent forum will be on Monday 18<sup>th</sup> September.