

OLDHAM COUNCIL



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Head teacher
Mr M Roberts

Dear Parent/ Carer,

Department of Education, 'Keeping Children Safe in Education 2018' document

The Department for Education (DfE) has recently updated the above document (September 2018). The new document has a number of Safeguarding changes that schools must adopt.

I write in relation to one specific amendment detailed below from Part 2: The management of safeguarding which states;

- Where reasonably possible, schools and colleges should **hold more than one emergency contact number for each pupil** or student. This goes beyond the legal minimum (one emergency contact number) and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also **identified as a welfare and/or safeguarding concern**.

The Education (Pupil Registration- England) Regulations 2006 state the information that must be listed in the admission register for every school. Regulation 5 says that the admissions register must contain... the name and address of every person known to the proprietor of the school to be a parent of the pupil and **at least one telephone number at which a parent can be contacted in an emergency.**

Taking this new documentation in to consideration will parents please ensure that school holds at least two emergency contact numbers for your child. Needless to say, each number (whether landline or mobile) needs to be 'in service' and accessible at all times. School will only contact a parent during the school day if their child is ill and distressed, injured and distressed, involved in a 'significant' incident and/or there is a 'significant' change to the school day i.e. cancellation of an event or school closure.

Finally, if a parent changes mobile devices/ landline providers resulting in a phone number change, please update school contact details immediately.

Reminder: 'drop off' and 'collection' times for pupils in Nursery, Reception, Key Stage 1 (infants), and Key Stage 2 (juniors)

Nursery:

Start- doors open at **8.50am** for drop off
Finish- doors open at **2.50pm** for collection

Reception:
(Class 2 & 3)

Start- doors open at **8.50am** for drop off
Finish- doors open at **2.50pm** for collection



Key Stage 1:
(Class 4, 5 & 6)

Start- doors open at **8.55am** for drop off
Finish- doors open at **2.55pm** for collection

Key Stage 2:
(Class 7, 8, 9, 10, 11 & 12)

Start- doors open at **8.50am** for drop off
Finish- doors open at **3.05pm** for collection

Keeping Children Safe at the start of the school day- entry arrangements

It is essential that parents/carers accompany their child to school if they are in nursery, reception and Key Stage 1 (infant class 4, 5 & 6) and stay with them prior to the start of the school day. **Parents MUST supervise their child/children until they enter the school building at the designated entry point.** A pupil remains the responsibility of their parent, carer, child minder or other accompanying adult until they enter the school building.

If you have children in different year groups please 'drop off' the youngest child first.

Keeping Children Safe at the end of the school day: exit arrangements

Children in the nursery, reception and Key Stage 1 (infant Classes 4, 5 & 6) are not permitted to go home, or leave the premises alone and need to be collected by a 'named' adult. Parents must let school know in **ADVANCE** if someone other than the 'named' person will be collecting their child.

Staff will supervise the children as they leave school at the end of the day to ensure that there is a calm and orderly handover to parents/carers alike. Children in the Early Years and Infants are instructed to stay with school staff until their parent/carer have arrived to collect them and until their **name** is called to facilitate 'hand over'. If an older sibling (under the age of 16) arrives for a child school will check that the parent has sanctioned this arrangement.

Again, if you have children in different year groups please 'collect' the youngest pupil/s first.

Please note that once a child has been 'handed over', the parent/ carer (or 'named' adult) 'regain' parental responsibility. All pupils must be kept under **CLOSE SUPERVISION** until away from the 'busy' school gates/ car park/ turning circle. Please note that the car park is extremely busy at both 'drop off' and 'collection' times.

Harvest Festival- REMINDER

Our Harvest Festival is on **Thursday 24th October** at **9.30am** in the school hall. I do hope you will join us for this celebration. **Our Year 3 children will perform a short presentation to celebrate the event.** We would, as always, be grateful for any donations of food – primarily canned goods and sealed packets. **We will be collecting donations from Monday 7th October.** Please ask your child to give donated items to their class teacher. All food donations will be distributed locally as agreed by the School Council.

End of autumn half term one

To confirm arrangements:

School nursery closes at the usual time (2.50pm) on **Thursday 24th October 2019.**

School closes at the usual time specified for each phase of school- 2.50pm for Reception, 2.55pm for infants, and 3.05pm for juniors on **Friday 25th October 2019.**

School will open for the second autumn half term on **Monday 4th November 2019.**

Let's work together and be safe!

Yours sincerely,

Mr M Roberts
Head teacher

