

Site SafetyEffective from 6th October 2025 - PARENT COPY

Following a recent briefing about Martyn's Law and yesterday's incident in Manchester we've reviewed some protocols around site safety:

- The external gates will be kept shut at all times when children are outside - **including during afternoon PE sessions and after school clubs**. Parents coming to collect children at the end of the school day will need to wait outside the gates until they are opened. Children should return into school by 3.10pm, We will then open the gates for parents to enter the site to collect their children.
- For after school clubs using the outdoor spaces, gates will be closed for the duration of the club and opened when the children return inside to collect their belongings, this should be at **4.20pm**. For the club run by Maureen and Leila which runs until 5pm, the outdoor part of the session needs to end at 4.20pm. We have always welcomed families staying to play on our equipment after the end of the school day however this will now only be possible on nights where there is no outdoor club (Wednesday, Thursday and Friday). We have also often had parents staying to watch football club on Tuesdays, however because we are now shutting and locking gates for the security of the children outside this will also sadly no longer be possible.
- When answering the main door to parents and visitors, staff will use the telephone handset to verbally check who is at the door before opening the door. Staff will remain inside the office with the window shut until they are sure about who is entering. If staff are in the entrance and can see who is ringing to enter they may let them in via the button next to the door if they feel safe to do so.
- We have started the process already of getting the fence between the car park and the rear area of school raised to the height of the external fence and this work will be scheduled to be completed as soon as it is agreed.
- Car park gates will be shut soon after 9am and re-opened after the end of the school day.
- If children are using the front yard where the bike track is then the pedestrian gate will be shut and the combination padlock used for the duration of the time children are outside. Staff will be vigilant for visitors and check a visitor's identity before allowing them admittance to the yard.