

Head Teacher: Mrs K Taylor  
Amblecote Primary School  
School Drive  
Amblecote  
Stourbridge  
West Midlands  
DY8 4DQ

**Amblecote Primary School**

Tel: 01384 818335

February 2019

Dear Parent's/Carers,

I can't believe we're almost at half term and I want to thank you all for your support and warm welcome to the Amblecote family.

As Head teacher I'm very proud to be here and look forward to the future and moving the school forward. It is important to keep the friendly ethos and warmth that is very apparent from walking around school. Unfortunately, we live in a world where we have to educate and protect our children from things that are not as kind or as welcoming.

I have spoken with many of you at length and one of things that is a concern with children, staff and yourselves is the safety of our children and school site is paramount. We're fortunate in having open fields, allotments and trees within a residential area. School Drive leads from a very busy main road and has caused concerns for many of you for a long time.

We also have several access points so visitors, parents and children can come into school at different times of the day. This isn't ideal and so I have to consider how I can work with the authorities and ensure everyone is safe in school but also we remain an inviting school. I want to clarify what the systems are in school and moving forward how things will look from now on.

### **Back Gate**

From **Monday 25<sup>th</sup> February** the back gate will be open from **8:40 a.m.** Children are allowed in school from **8:45** and can come into class via the doors on the playground areas. **The gate will be closed promptly at 9.00. If a child arrives via the back gate and is late, they need to go to the front office.**

I'm a parent and understand traffic builds up and you can be late and that's why I'm communicating with you before this starts. Some children walk down the main road and come into the back; if the gate is locked they will have to walk to the main entrance from now on. Can I remind you school cannot take responsibility for the safety of your child before the school day. We want to work with you and would appreciate your support in this. Older children are developing independence and are preparing for high school and so trusting them to walk to school is important.

### **Registration**

A gentle reminder, this isn't new I just wanted to ensure everyone is aware.

At 8:55 the bell goes and this is the signal to ensure your children are in the school doors. When the doors are shut the school day starts.

If you are running late please ensure you and your child come to the front in the main reception as your child will need to be signed in. Any child after registration will get:

**L** (late mark) 9:00 -9:25am

**U** (unauthorised late mark) and is included in attendance data after 9:25am. However if Mr Keen or Mrs Sparrow has received a medical letter or a message on the answer phone with an explanation as to why you are running late, this will be taken into account.

**M** is the medical mark and this will be put on the registers by the office staff if we have the information. Please note school must have your correct contact details. We also must have two contact numbers; this is best practice for all schools nationally.

I'm going to be looking at attendance and punctuality in more detail after half term and want to thank all of you for sending your children in on time and ready to learn – I really appreciate it.

### **Messages to teachers**

There is always a member of the Senior Leadership team on the doors every morning taking message, myself included. We will take messages and ensure they are passed on.

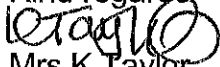
If you need to speak to a class teacher let us know and we can arrange a phone call or appointment. **PLEASE DO NOT** come into school and walk through school. Staff will question you if you are in the building without the correct visitors pass or lanyard.

Thank you to all parents who have stopped and listened when questioned.

Teachers are in class and are busy working with the children. I want to ensure they give you the attention you deserve but at an appropriate time. You can also if you can't wait at the door, walk around the building to the office where Mrs Sparrow or Mr Keen are happy to pass on your messages.

Thank you for your continued support and I hope you fully understand the reasons why I have to ensure we safeguard all the children and adults in school. The changes may be inconvenient initially but as I have explained, any changes are to ensure our children are happy, safe and continue to learn in our fabulous school.

Kind regards



Mrs K Taylor  
Head teacher