

Sacred Heart Catholic Primary School

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Safeguarding

At Sacred Heart Catholic Primary School, we are committed to keeping all of the children in our care safe. Safeguarding and promoting the welfare of children is everyone's responsibility and is part of the curriculum which our children engage in. Everyone who comes into contact with children including their families and carers has a role to play in keeping children safe. We regularly review our practices to ensure that our provision is meeting national requirements. Below are some changes to the daily routines which we would like to ask for your support in implementing.

Before School

All pupils attending Breakfast Club must enter the school grounds via the pedestrian gate. Pupils must not be walking through the car park due to it being in constant use.

Infant pupils are dropped at the door of their classrooms. Any messages are passed to the designated person on the playground or to the office.

Junior pupils are dropped off on the Infant playground and walk down to the Junior Playground. Any messages are passed to the designated person on the playground or to the office.

Adults should only enter the school building via the front door and report to the office.

After School

All pupils leaving school must do so via the infant playground and the pedestrian gate. Pupils must not be walking through the car park.

Any Adults entering the school building must sign in at the office. Any adults without a DBS check from the school must be accompanied by a member of staff.

Infant pupils attending after school clubs change in their classroom during the last ten minutes of the school day and are escorted to the after school club by a staff member.

Junior pupils go directly to the designated classroom to change for PE.

Pupils must bring their kit for after school clubs to school. They should not be wearing school PE kit.

Any forgotten kit should be dropped off in the 'Forgotten Items' box in the school foyer/ main entrance.

Adults, with or without an appointment, should only enter the school building via the front door and report to the office to sign in.

At the end of After School Clubs

All pupils leaving school must do so via the infant playground and the pedestrian gate.

Infant parents collect children from the door of the designated classroom listed below. The sports coach will hand the pupils to their parents or the person picking them up as the school staff do at the end of the school day.

Junior pupils will be sent to the infant playground to be picked up.

No pupils or adults should be waiting in the library after school.

Infant Clubs

Classrooms where pupils will be sent home from:

Wednesday - Dodgeball – Year R Mrs Simpson's classroom

Thursday - Gymnastics – Year 1 Mrs Stapleton's classroom

Friday - Watford Football – Year 1/2 Miss Grover's classroom

Late Pick Up

Any Infant pupils who are not picked up by 3:30pm are taken to the library and are signed into the late pick up register. The parent or designated person who is picking them up must sign them out and they may be fined a £5 late pick up fee.

Any Junior pupil who is not picked up must go to one of the designated adults on the playground. They will ensure that they are taken to the library and signed into the late pick up register. The parent or designated person who is picking them up must sign them out and they may be fined a £5 late pick up fee.

The school appreciates that sometimes extenuating circumstances can mean that parents are late to pick up their children. In these circumstances we would ask you to let the school office know. However, parents who regularly pick their pupils up late will be charged a late pick up fee.

We thank you for your support with this.

A Smith

Mrs Anna Smith