

**Ripley Endowed Primary School,**  
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Tuesday 28th February 2023

Dear Parents and Carers,

**Changes to morning gate protocol**

From Wednesday 1<sup>st</sup> March, we will be changing the morning gate protocol to ensure the safeguarding of all pupils.

Parents are kindly requested to hand their children over to staff in the courtyard area and no longer enter the school premises.

To ensure the safety of all our children, please can all parents ensure the following:

- Children are safely crossed over the road, ensuring you see them enter the school gates when a member of staff is on duty.
- You must stay with you child until a member of staff arrives to safely see them into the school building.
- No parking on the zig zags outside the school gates.

We appreciate that as parents you may want to talk to staff members about your child, we therefore politely request that you call the school office to book an appointment at a mutually convenient time, as our gate duty staff are there to ensure all pupils safely enter school and commence teaching promptly.

May we also take this opportunity to remind all parents that if your child is late or comes in after a medical appointment, you must sign them in at the school office.

The end of day protocol will remain the same and Class 1 parents can come into the green gate, standing behind the fence for collection.

All children must leave the site safely with the appropriate adult. Anyone collecting who is not on the emergency contact list must have a password that you have informed us about prior to collection.

We thank you in advance for your support.

With best wishes,

Miss V Kirkman

Executive Headteacher