

Department of PR/Communications

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Dear Parents,

Student Safety

The following measures will come into effect as of Monday 14th February for the security of your children:

- Any students leaving school during school hours must have a Gate Pass to leave.
- The gate will be open to admit parents, drivers, nannies etc. from 15:20 onwards. The person collecting should collect from:
 - The green courtyard for Primary.
 - The EYFS playground for Pre School/Reception.

Students must be picked up from one of these places, please ensure that drivers/nannies/others do not wait outside the school gate for the children.

- Students attending clubs will follow the same procedure and parents etc. will be admitted into school at 16:20.
- We require written permission from you for your driver or nanny or other person to collect your children on a regular basis. Please complete the attached form and return it to Miss Yeliz our Primary School Secretary. Please note that we require this signed form even if the same person has been collecting your child for several years.
- For occasional changes to your pick up routine you must write a note in the Home-School Communication Book to allow another person to collect your child. Please note that we cannot allow changes without written permission, this is expressly designed for the safety of your children.
- Students using buses will go home on the same number bus that they come to school.
- Students registered for clubs must attend the club and will catch the late bus home.
- If you wish to occasionally change the bus routine we will need your permission in writing, please note that communications by telephone or email will not be accepted.

Yours faithfully,

BISI Communications