



The BAWB Federation  
Bainbridge, Askrigg, and West Burton Primary Schools

*Mid-Dale Excellence in Education*

Executive Headteacher: Miss Charlotte L. Harper

Friday 15<sup>th</sup> September 2017

### Safeguarding at Bainbridge

Dear parents and friends,

We are constantly reviewing our safeguarding procedures to ensure that our children are safe. Having been made aware of some confusion in the mornings when children arrive at Bainbridge, we are making the following small changes to the start of the day (arrival and collection times are unaffected):

- If you arrive at school **between 8:30am and 8:45am**, please enter as usual by walking down the side path and going into the small cloakroom at the bottom of school (through the second wooden gate and through the door at the end of the path – under the little porch).
- If you arrive **after 8:45am**, please enter school via the main entrance (buzz for entry) as the wooden side gate will be locked at 8:45am when the base-leader (Mrs Harrison) and children go into school.

Please be assured that this does not mean that you are late, or that you should start arriving earlier; rather that we feel it to be safer and less confusing if free access to school (via the side path) is only possible when there is a member of school staff on duty.

When you collect your child at the end of a nursery session, arrangements are unaffected: please wait at the front of school (by the wooden gate) and a member of staff will come to unlock the gate and hand over your children. This applies to lunchtime and end-of day collection.

The only time you would need to go via the office to collect children is if you are coming during the school day e.g. to take them to an appointment, or if you are late etc.

I hope this clarifies our arrangements and further ensures that our children are safe when they are in school. If you have any questions, please do not hesitate to ask.

Kind regards,

Charlotte Harper  
Headteacher