

Hawthorn Community Primary School

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6th September, 2018

Welcome Back!

I hope that everyone enjoyed a good summer break and that you are looking forward to another good year at Hawthorn.

School Safety and Morning Arrangements

Please note that children should not be brought to school before 8.30am unless they are attending the Breakfast Club or organized before-school activities, as there is no supervision. The school gates will be opened at 8:30am but a member of staff will not be on duty in the playground until 8.40am. The school building is not open for children until 8.40am, when any child (EYFS, KS1 or KS2) may go straight to their classrooms where their teacher will be on duty. If children do not wish to enter the school at 8.40am, they may go to their playground area where they will be expected to remain until the whistle blows, when they will then be sent into school.

We are very pleased to announce that over the summer break we have made efforts to improve security arrangements within the school by fitting new security locks to both the KS1 and KS2 entrance doors. Children and parents will not be able to access the school through these points once the doors have been closed. Any children who arrive after the school start time of 8.50am, must enter the school via the main reception entrance, where they will be signed in by the school office.

We will also be locking the school gates at the Broadway entrance and adjacent to the butcher's shop on Hawthorn Road by 8.55am each morning to ensure that the school site is more secure, once the children are in the school building.

Should your child need to leave the premises during the school day because of a medical appointment or for any other reason, parents should report to the school office to ensure that children are signed in/out appropriately.

Please note that once the doors have been closed, parents should not be in the school building. If you need to speak to someone in school between the hours of 8.50am and 3.20pm please report to the main school office through the main entrance, where the office staff will be pleased to help you.

If you travel to school by car, please consider how and where you are parking. Please avoid double parking on Hawthorn Road or dropping off near the zebra crossing, or parking too close to junctions.

Pick Up Times

Please note that school finishes for EYFS and KS1 at 3.15pm, and 3.20pm for KS2 children.

EYFS children should be collected from the Barn exits – your child will not be released to any adult until the teacher has seen their responsible adult or has checked the password of any person we are uncertain of.

Children in Ash class should be collected from the door at the back of their classroom that leads into the pathway up to the top playground. Bay and Elm children should be collected from the KS1 playground. Again to improve security, your child will not be released by the teacher until they are sure of who is collecting them.

All of the children from KS2 exit the building via the KS2 entrance adjacent to the Butcher's shop. If your child is in year 3 or 4, the children will remain with their teacher until the adult is certain that someone is there to collect the child, but year 5 and 6 children are released by the teacher and are expected to find their own adult, or walk home by themselves if they have the correct permissions to do so. Please note that if you wish your child to walk home alone there is a consent form available (online or request a paper copy from the office) that needs to be completed and returned to the school office to confirm these arrangements. This is only applicable for children in year 5 and 6, and they cannot be allowed to walk younger siblings home.

Link to online consent form:

<https://www.hawthornprimarykettering.co.uk/form/?pid=108&form=310>

Any child who is not collected at the end of the school day will be taken to the school office until an adult arrives to collect them.

Yours sincerely



Julie Cluble
Headteacher