

Thursday 19th October 2023

Dear Parents and Carers

RE: Safeguarding of the site and Attendance

I am writing to you to clarify a number of important clarifications that affect the start of the day. As with attendance, it is very important that children arrive at school on time each day, every minute missed adds up to a vast amount of learning time lost over the school year. School starts at 8.55 a.m. every day with gates opening at 8.40 and the children going up to their classes to begin registration. Your child will be classified as being late if they are not on the school premises by 8.55. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This can be disrupting for the rest of the class and teacher.

In order to best support children who arrive late from the **30th October** we will be reintroducing the late gate. The **late gate** will be positioned by the main entrance to the office and you will be asked to sign your children in and they will be escorted to class by a member of staff. In line with the school's safeguarding policy it is important we have to be vigilant of members of the community who are on site and this includes parents. With this in mind we rely on your support in **asking parents to refrain from taking themselves around the building without a member of Woodhill staff**. We understand that some parents like to take their children to class, however it is important that children develop a sense of independence by taking themselves to class like their peers. If you are concerned about separating from your child then please speak to a member of the leadership team or your child's teacher and we can support.

In addition to this we ask for your support in ensuring that if you are waiting for your child to finish an **after-school club that you wait in the front entrance pen** or if it is raining you are welcome to wait in the corridor by the office. We are aware that some parents have been using the hub but as children are still onsite at this time we are required for **safeguarding** reasons to limit any members of the community being onsite without staff supervision.

If there are any concerns you may have which you feel prevent you from ensuring your child's regular attendance and punctuality to school, please contact the school office on 020 8854 5055 or email info@inspirewodhill.co.uk

Thank you for your continued support,
Best Wishes



Ms J McKenna
Deputy Headteacher

