



COURTLAND SCHOOL

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Headteacher: Miss Lisa Walker

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Lateness and Building Procedures

As we are now approaching the end of the first half term we would like to remind Parents/Carers of the importance of getting your children to school on time and only being in the building when you have a pre-arranged appointment with the teacher or need to go to the School Office.

The playground is open and staffed from 8.40am each morning. Children must be in the playground by 8.55am at the latest. The school gates are closed at 9.00am. Parents/Carers bringing children into school after this time are required to sign the late book and explain the reason for the lateness. If your child is late you must bring them to the School Office via the front door and a member of staff will send your child to class.

Lateness causes disruption to the beginning of the child's school day, to other children in the class and the teacher. Missing the introductory session can put your child at a disadvantage for the day. Please leave adequate time in the morning, allowing for traffic etc to ensure you get your child to school on time. Continued lateness may result in the Educational Welfare Officer wishing to meet with you.

No Parent/Career should try to meet with any teacher at the beginning of school day. This is a busy time of the day and unless you have a prearranged meeting you must not go into the classroom. If you do have a meeting with a member of staff before school please report to the School Office first as you must sign in. If you have a question for the teacher you can email them in the first instance or talk to Mrs Hall who will try to gain an answer from them during the morning/day and call you with the answer. **Please do not gain access to the school via the playground in the morning or through Mrs Brown's Welfare Room.** The Welfare Room is often used to talk to children who wish to discuss a problem or who need to change an item of clothing they are wearing. This is a safe place for them to do this. Please do not use it as a cut through.

If you are in the building in the morning, without an appointment, you should expect to be challenged by a member of staff. Access to the school, for Parents/Carers is through the front door via the intercom. This is to ensure the safety of your children and is in line with our safeguarding procedures.

Can all Parents/Carers ensure they follow these procedures as they are put in place to safeguard all of the children.

Thank you for your Cooperation.

Mrs Hall
School Secretary