



# Woodchurch Road Primary

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**Headteacher** : Mrs C. Knowles B.Ed Hons NPQH

8<sup>th</sup> September 2016

Dear Parents/Carers

Welcome back to the new school year, we hope you all had an enjoyable summer break.

In order to enhance the safety of your child we have a new entry system in school. This means that it is very important that you bring your child into school if they are late, not just leave them at the gate. All late arrivals, 9.00a.m. onwards, will need to be recorded on the electronic entry system by the accompanying adult.

In addition, if you need to take your child out of school for a medical appointment etc. you will need to record this using the same system. Your child will need to be signed back into school after the appointment.

All staff and visitors to the school will be required to use this system of entry and exit.

The wellbeing of our children is very important to us and we feel the introduction of this system will support our Safeguarding Policy.

Thank you for your continued support.

Yours sincerely

C Knowles  
Headteacher

