

# Hipsburn First School and Preschool Safety Memo

## September 2015

To ensure the safety of all of our children, please;

- **Drive slowly and carefully past the school and through the car park.** Be aware that some children are too young to fully understand road safety.
- **Close all gates every time you go through,** including early mornings and evenings. Adults are not always aware when a young child tries to follow them out to the car park. Please look out for children who may have been collected and wandered.
- **Walk around the back of the school during Allsorts sessions before and after school, to reduce the risk of gates being left open.**
- **Ensure that teachers, Allsorts staff and coaches all know who will collect younger children.**
- If your child is to go to Allsorts after a club, it is essential that the coach is informed, and asked to deliver your child safely to Allsorts.
- It is essential that the class teacher knows of any different arrangements for collecting your child after school e.g. clubs or visiting friends for tea. You may write a note on the message board in the classroom; teaching staff check the board as the children go home.
- Only park in the staff car park before 8am and after 5pm, to avoid traffic meeting at the school gate during busy times. At all other times, cars must be parked on the Football Club car park. Parents who have a special need to park close to school may arrange to use the space kept clear by the school office.
- Teach children to avoid the roped area at Alnmouth Football Club pitch. A low level polypropylene rope is a requirement of the football league, but is a potential hazard to children.
- Teach children to leave alone equipment and garden materials (e.g. branches) stored by the Football club.
- Teach children to bin their rubbish when playing near school or the Football Club.
- Supervise children playing. Alnmouth Football Club members are happy for families to enjoy a kick about on their grounds provided children are supervised.
- **Keep dogs under close adult supervision** and clear up any mess in and around school and on the Football Club Field. Plastic bags are usually available from the school office. Dogs may not be tied up and left in the school grounds, however well – mannered.
- Equip children with PE kits and shoes, coats, wellies and sun hats appropriate for the weather.
- Clearly name all items of clothing, and check that your child has brought their own clothes home.
- Comb hair with a fine comb regularly and inform us of **head lice** so we can remind other families.

Thank you