Board of Management – Health & Safety Letter
Presentation Primary School – Warrenmount

September 2018.

Dear Parent/Guardian,

In the interest of your child's safety, the Board of Management of Presentation Primary School, Warrenmount, would like to draw your attention to the following:

1. The School building opens to receive pupils at 9.00am each morning.
   No responsibility is accepted for pupils before this time.
2. As our school gate fronts on to a main road and we do not wish to expose the children to the dangers of passing traffic, the school gates will be open from 8.45am.
   However, children remain the sole responsibility of their parents/guardians until the children come under the care of their teachers when the school bell rings at 9.00am.
3. We would ask parents to supervise their children in the yard to ensure safety and good behaviour.
4. For the safety of our children, cars should not be parked in the vicinity of the school gates. The children walk through the pedestrian gateway and this area should be kept clear.
   No cars are allowed into the convent private grounds.
5. All parents/guardians must enter and leave the school through the main primary school gates as the convent and secondary school grounds are private property and the primary school has no right of access through these areas.
6. To ensure the safety of our children, visitors and parents or guardians are asked to call to the office upstairs in the school before proceeding through the school.
7. A security monitor is installed at the staff entrance. This entrance is approached by crossing the schoolyard and going through the blue doors in the shelter. Parents wishing to come into the school during school hours should come to this entrance and press the bell on the left hand side of the door for attention.
8. If you wish to collect your child during school hours for any reason (e.g. doctor's appointment, family emergency etc.) parents/guardians must call to the office to sign the 'Early Collection' book. **The child must be collected by an <u>authorized adult.</u>**
9. We would like to thank you for your cooperation in encouraging the children to eat the healthy school lunches.
10. No dogs are allowed in the school yard as they frighten some of the children.

We thank you for your ongoing support and co-operation in our endeavours to keep the school a happy and safe place for all our children

Yours sincerely,

<u>Donal Brennan</u>

Chairperson of Board of Management.