



Hanley St Luke's C of E (Aided) Primary

24th May 2016

Dear Mums, Dads and Carers

I write regarding the health and safety of pupils at the start and end of the school day.

Pupils should not be left unattended on the school site at drop off time in the mornings. We do encourage independence for our older pupil but they should not be on site until 8.40am. We are unable to supervise pupils until 8.45am each morning.

Pupils should also be collected promptly at the end of the school day. Parents must keep young children with them at all times. Children must not be allowed to run up and down steps or to run in the memorial garden, nor should they be allowed to play on Reception Class equipment.

I trust in your support in this matter. This will help to ensure that we keep our site safe for all pupils.

Yours sincerely



Mr M A Barlow

Mr M A Barlow
Headteacher