



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

24<sup>th</sup> November 2016

Dear Parents

I write to remind you of some logistics in school to ensure a smooth transfer of information and to allow all site users to remain safe.

### Parental entry into school

Please ensure that you always enter the school building via the School Office/Reception. Staff will routinely challenge any persons trying to enter the premises. It may be that you need to speak to your child's teacher or look for a lost item and we are happy to help with this but the correct procedure is to come through the School Office/Reception. The only exception to this will be on those mornings allocated to class assemblies where we do allow parental access via the top hall door once the majority of children are in.

### Class Dojo

We hope that you find this a useful communication tool with school. Pupils love it and are enjoying earning their dojo points and awards.

Please do not use dojo to report absences. Our systems rely on parents contacting the school office to share this important information.

### Children going home with friends

We know that from time to time children will visit friends' houses after school for tea or someone else may need to collect your child from school. Please be sure to inform school of this arrangement, via the School Office/Reception, so that we can avoid unnecessary delays.

Staff will not allow children to be released with anyone other than those we have on our system unless prior notice has been given. Not informing school will result in school having to phone parents for permission which will result in delays in release.

Thank you for your co-operation in the above matters. This will help to ensure that we can keep all our children safe and share information effectively.

Yours sincerely

Mr M A Barlow  
Head teacher