

Urgent notice – SAFETY FIRST



Dear Parents

Please be advised that it is imperative for **strict security measures** to be in place at school.

This includes children waiting to be collected. I have indicated several times the procedures with regard to the collection of children after school during this year.

FOUNDATION PHASE : Grade R-2 School ends at 13h00. A 15 minute grace period is allowed.

FOUNDATION PHASE : Grade 3 School ends at 13h45. A 15 minute grace period is allowed.

INTERSEN PHASE : Grade 4-7 School ends at 14h15. A 15 minute grace period is allowed.

CityKidz learners are reminded that when the bell rings at the end of the day they proceed:

- a. **To his /her parent waiting at the gate.**
 - b. **To his/her taxi.**
 - c. **To the Pick-Up Zone outside the Grade R classroom.**
 - d. **To the Waiting Zone where children are supervised and given a drink and biscuit- small fee**
 - e. **To the KidzZone After Care where children are supervised. Given a light lunch and homework is supervised. Fee involved.**
- Please be advised that the **Pick-Up Zone outside the Grade R classroom is not recommended** BUT children will not be allowed to run around the school property. All classrooms are being utilised and so is the hall. I have informed parents several times that staff are busy with support teaching.
 - After monitoring children closely it is apparent that there are several parents who leave their little ones to wait at the **Pick-Up Zone** indefinitely. I am concerned about some children who are still waiting for transport very late in the afternoons. Some Foundation Phase children are being collected well after 15h00. This Zone is manned by security, cold and unpleasant.

- If you want your child to be warm and comfortable **please consider** the option of the **Waiting Zone and KidzZone Aftercare.**
- Staff are not available to babysit learners who are experiencing transport issues. You are paying for transport services so you need to liaise with the driver to be punctual. Children must please be punctual. Far too many children are arriving late in the mornings and leaving late.
- **I URGE YOU TO FETCH YOUR CHILD** straight after school to avoid your child from sitting at the Pick-Up Zone outside the Grade R classroom.

VISITORS TO OUR SCHOOL



Visitors are always welcome in our school and we strive to make their experience happy and purposeful so that they will want to return! Parents have the right to visit the school where their children have been admitted, but such visits may not disrupt any of the school activities. Please make an appointment to see the Principal or teacher and state the reason for the visit.

A **Visitors to our School Policy** has been created and available on our website. (citykidz.co.za) I will just highlight some of the important issues. Our first duty is to our pupils and staff, and so we have to be mindful of necessary processes that must be in place to safeguard those in our care.

STRATEGIES – VISITORS TO OUR SCHOOL

- External doors will be kept securely closed and the security officer will direct visitors to the main entrance and reception desk. (External signs will be placed as soon as they are made).
- The gate to the playground will be closed once pupils have entered the school at 7h45 and will be opened again by the security personnel at 13h00 for the Foundation Phase.
- It will be locked again at 13h30 and reopened at 14h15 for the Intersen Phase. Thereafter the gates will be locked 14h45. Thereafter the gates will be manned by the security guard who will monitor parents picking up children from **KidzZone Aftercare.**
- Vehicular and pedestrian entry and exit to school will be restricted and monitored by the security personnel between 7:45am and 8:00am and between 14.30 and 15:00.
- The security officer will make a note of their name, organisation, who they are visiting, car registration and direct them to the reception area. (THE FORM ISSUED BY THE SECURITY GUARD).
- All visitors will report to the school reception desk where they will be welcomed and asked for their details and for the name of the person they need to see.

- Visitors must sign-in in the visitor book and receive a visitor's receipt. This must be stamped at the office and given to the security officer as they leave. Visitors will be accompanied, or supervised, during the whole of their time in school.
- The security personnel will be responsible for workmen/women, and trades people, during their time in school. They must show proof of identity if they are not already known to him/her.
- The school adopts a 'Zero Tolerance' policy towards abusive behaviour.



- If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and be escorted from the premises immediately.

- They will be immediately removed from any situations where there is a possibility of them harming children or staff. If necessary the police will be summoned to remove them.

SAFETY FIRST AT ALL TIMES

Your Cooperation in this regard is appreciated

**Ms S REYNOLDS
PRINCIPAL**