BRACKENAGH WEST PRIMARY SCHOOL
22 Church Road
KILKEEL
Co Down
BT34 4QB

Safety & Security

We have recently been reviewing various safety and security measures in school, and have agreed that there are several areas which need to be addressed.

School Bus

We are concerned about the potential for an accident when children are going out to the bus each afternoon. In order to minimise this risk we have decided to implement a couple of changes. From Monday 12th January the school buses will operate from the car park, at 2:45pm each afternoon. This means that **only the buses will be allowed into the car park at 2:45pm each day**. Parents collecting children in cars at 2:45pm will have to park in the lay-by or on the road, and then come up to the school entrance to collect their children.

Collecting Children

Despite repeated reminders, there are still quite a few parents who do not come up to the school door to collect their children at home-time each day. Therefore, we are going to have to strictly enforce this policy. Children going home by car **must** be accompanied from the school door and safely into the car. We have had several incidents where pupils have been put in danger through running unaccompanied to a car. If your child is not collected from the school entrance door at home-time, he/she will be taken to the General Office. They will then have to be collected via the main entrance (beside the General Office) and accompanied safely outside. We will not allow any child to leave unaccompanied, even if someone is standing in the car park waiting on them. They must be collected, in person, at the school door.

Entrance Doors

We make every effort to ensure that our two entrance doors are kept closed when the pupils are in school. This provides an extra layer of security and allows us to monitor who is coming into school. However, the doors are not always closed after someone comes in. Therefore, we would ask that you try to use only the main entrance (which is beside the General Office) when coming into school during the school day. This is much easier to monitor and ensures that all visitors sign in before entering the building. Once the P1-P3 children go home at 1:45pm the upper door will be closed again, and anyone who arrives late will have to go around and come in through the main entrance to collect their child.

Parking

During the school day the gates to the car park will remain closed. The only exception to this rule will be between 8:30am - 9:00am each morning, and at 1:45pm each afternoon. If you come to school whilst the children are in class, or having a break, you will have to park in the lay-by or on the road, and come in via the main entrance.

Mobile Classroom

Children in the mobile classroom (P5) will not be able to enter the classroom in the morning until their teacher arrives. Therefore, they should always wait in the Assembly Hall until the teacher comes in.

The safety of our pupils is paramount, and we hope you will understand the need to implement such procedures. ***Please convey this information to anyone else who may, on occasion, have to collect your child.*** *Thank you for your co-operation.*

Yours sincerely

M J Peacock
(Principal)