



# Notre Dame Plymouth

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Headteacher: Mrs Katherine White

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## Notre Dame educates the whole person: Head, Heart and Hands

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Dear Parents/Carers,

1<sup>st</sup> November 2018

### New procedures for parents, carers and visitors to the school site

Following the installation of electronic gates in 2016, we wish to further improve our Safeguarding procedures to maximise student safety whilst they are in our care.

From Monday 5<sup>th</sup> November 2018 we will be implementing a new procedure for parents, carers and other visitors for admission to school grounds, who may only be admitted through our electronic gates for a pre-booked appointment with a named member of staff.

Any parent/carer wishing to drop off student resources or to pick up a daughter for a medical appointment will need to alert Reception using the intercom system at the electronic gate. You will then be met at the Terrace gate by one of our Student Services team who will collect items or bring your child to you for the pre-arranged appointment (please see the map on page 2 – follow the red arrows from our main entrance, intercom system to the drop-off/collection point).

**Collecting your child from the site during school hours** is only possible if your daughter has a pre-arranged medical appointment which our Attendance Manager, Miss Darragh is aware of **or** if you have received a phone call from Student Services advising you that your daughter is unwell and needs to be collected. Students with particular needs that require them to have special access arrangements will be managed by the SEND team and the agreed plan will be recorded with the Visitor Reception team.

**Parents/carers should not arrive at school without an appointment** hoping to meet with any member of staff, as it is very unlikely that the person you wish to speak with will be available at no notice. Please call or email for an appointment.

Student safety and wellbeing is at the heart of this decision and we appreciate your support in implementing this new way of accessing our school during the day. As with any new process, we would welcome your feedback on this, so should you have any comments or suggestions to improve this process, please email [info@ndonline.org](mailto:info@ndonline.org) with the subject header 'Student Safety'.

We are grateful for your cooperation in ensuring the safety of our students.

Yours sincerely,

*K M White*

Mrs K White  
Headteacher

### Quick Reference Guide to new procedure for parent/carer and visitor admission to school site

- For admission to the school site parents, carers and visitors should have a pre-booked appointment to see a named member of staff
- To drop-off items parents and carers will be met at the drop-off/collection point by a member of staff
- Students with needs that require them to have special arrangements will be managed by the SEND team.
- To collect an unwell child following a call from a staff member, students will be accompanied to the drop off/collection point by a member of student services staff.
- First Aiders will identify students with emergency health episodes. First Aiders will contact parents/carers and direct site and reception staff, as appropriate.

## New procedures for parents, carers and visitors to the school site

Map detailing location of the drop-off/collection point:

