



## Entry procedure at the school gates

As part of our ongoing commitment to pupil and staff safety we ask that you follow our entry procedure at the school gates:

When you arrive at Elmfield, if the gates are closed, you will need to –

- state your name
- the reason for requesting entry to the school
- and if you are collecting a child, the name and class of the child.

Please do not allow anyone to come in through the gates with you, without them first having spoken to the office in this way.

This process applies to both pedestrians and those arriving by car.

We are aware that this may be a slight inconvenience at busier collection times such as 12.30. However, we hope that you will appreciate that the goal is simply to ensure the ongoing safety of all the children and staff in the school.

**Lesley Taberer (Bursar), Diana Ball (Education Lead) and Elaine Sheppard (Chair of College of Teachers)**

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