



THE WEBBER INDEPENDENT SCHOOL

Achieving Excellence Together

4 January 2017

Dear Parents and Guardians

School Site Access and New Morning and Afternoon Routines

As part of the annual review and school improvement process I am writing to inform you about some important new routines and a site security upgrade.

We hold the security and safety of the children in our care as paramount. As the school continues to grow I am delighted that we have become a very busy 7.30am-9.00pm campus, however with this we also need to be mindful to ensure that our site remains safe and the children in our care are supervised and secure at all times particularly outside the core teaching hours of 8.45am - 4.00pm.

We have invested in a new automated door security system which we can use to programme all access doors to be opened and closed at specific times. This means that only school staff can enter these doors during the school day using a secure electronic 'key' and that all other visitors and parents who come on to the school site can only do so through the Front Reception where they will be signed in, issued with a badge and met by the relevant member of The Webber Team who will accompany them throughout their time on site.

We respectfully ask that parents do not come in to school to carry student bags, deliver forgotten items or search for lost property, please come to Reception and we will deal with these.

In addition to the above we have also reviewed the routines and protocols around how we register, monitor and supervise students who are with us beyond school core hours.

Early Morning Supervision and Breakfast Club (7.45am-8.30am) for Prep & Pre-Prep

This is a **charged provision** which can be booked in advance for a term or a fixed period of time, it can also be requested on an adhoc basis where circumstances dictate an earlier drop off at school.

Pre-Prep and Prep students on site before 8.30am must be taken to the Student Entrance at the rear of the building, escorted in and registered in Enrichment with the member of staff on Early Morning Supervision.

School opens for senior school students at 7.45am, students should use the same entrance, sign themselves in at Enrichment but may then proceed to their form room, this will not be a chargeable provision.

This process allows us to know exactly who is on site before 8.30am, where they are and that they are safe and supervised. This is key in event of an emergency or evacuation outside of the school working hours.



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Drop off from 8.30am -8.45am - School will formally open at 8.30am to welcome all children.

Pre-Prep children should be escorted to the Pre-Prep side entrance where they will be met and welcomed into school by the Pre-Prep Team.

Prep children should be taken to the bottom playground and handed over to the care of the Prep Duty Team who are on playground supervision – In event of bad weather please take your child to the student entrance at the rear of the school where they can enter and go directly to their classroom.

Senior School students Y7-13 should enter school through the student entrance and go directly to their form class.

Registration - starts at 8.45 am promptly and e-registers are taken at this time.

From 8.45 all access doors will be auto locked and students who arrive after this time will be marked as late and will only be able to gain access to the school through the Reception Front Entrance where they must be signed in as late – the registers will be amended to reflect this.

For late Pre-Prep children a member of staff will collect the child from Reception and take them to settle them in to the teaching day.

Prep children and Senior School students will proceed directly to their form class or after 9.00am to their next lesson.

During the School Day

If a student is required to leave the school during core teaching hours we would ask that parents notify the school in advance. The student should come to Reception at the allotted time and parents must come into Reception to sign them out and in again on their return.



End of School Day 3.55pm

Pre-Prep children will be collected by their parents at the Pre-Prep entrance where the team will hand over and give the parent an overview of their child's day.

Prep children will be escorted down to the side door by the Prep teachers and handed over to their parent's care.

Year 7-13 students will be dismissed by their lesson 6 subject teachers and should exit the school using the Student Entrance to the waiting minibuses or to the rear carpark where parents can wait for them. Senior school students with younger siblings can make their way round to the pick-up point for the youngest child to meet parents.

We ask that parents closely supervise their children and take great care whilst driving on the school site and observe the 5mph limit.

After School Provision 3.55pm-6.00pm

From January 2017 a separate telephone line will be in use for After School Provision, this line will be linked directly to the Enrichment Department and should be used by all parents that need to contact school after 5.00pm when main reception is closed.

The contact number is 01908 574755.

From 4.15pm all access doors to school will be locked.

After school provision for Pre-Prep, Prep and Senior school will be based in Enrichment.

After School Provision in Enrichment (not including After School Clubs) is a **chargeable provision**. This can be block booked in advance or on an ad hoc basis should circumstances necessitate. Students can also be provided with a light snack which must be booked in advance.

All students who are not collected at 5.00pm when After School Clubs finish should report to Enrichment using the back student entrance and be signed in. When collecting students please use the back student entrance and ring the bell where the member of staff on duty will hand over your child.

At no time should students stand and wait outside the school building after 4.15pm for Parents to pick them up.



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Out of Hours Activities

For students participating in activities that run beyond 6.00pm (Badminton coaching, Duke of Edinburgh, Army Cadets) they will be met and signed in to school by the supervising member of staff who will register them and remain with them whilst on the school site. The member of staff will remain with the students until they are collected by their parents.

If you have any questions please do not hesitate to contact me.

Thank you for your understanding in this matter

Kind regards

Hilary B Marsden

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Headmistress

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