

4th October 2021

Dear Parents/Carers,

Re: Reminders of school procedures

Thank you to all our parents who respect each other and keep up to date with our newsletters, letters and procedures. We have a fantastic community here at West Acton – we are a very large community from all over the world with a variety of different experiences. I thought it would be helpful to refresh everyone's memory of a few important issues that will make our school life smoother.

1. Parking and driving on Noel Road

A very few parents are making Noel Road dangerous and unpleasant in the mornings and afternoons. The way some parents are parking and/or driving is causing great concern. I have several complaints from local residents and other parents. When possible I approach the culprits directly – I am often met with the same abuse that other parents or residents receive. **This behaviour from parents not only gives our school a bad image but moreover places everyone in danger – please stop this.** Traffic rules exist for a reason not only does it cause danger but also breaks the law. In particular please do not:

- Allow passengers to get out at the zebra crossing
- Turn around in our drive away
- Block staff leaving at the end of the day when collecting from Aktivia
- Park/drop off on the zig zag lines
- Do U – turns on Noel Road as it causes hold ups
- Beep excessively because you are angry

We work very hard as a school to educate our pupils on road safety, manners as well caring for the environment and being active. Please support us with this and be great role models.

2. Animals on site

The only animals allowed on site are Guide dogs or if security dogs were brought onsite by the Police. Occasionally we have animal workshops for pupils. When animals come on site we carry out Risk Assessments. To my surprise, we have had a high number of dogs being brought to collect and even kittens and snakes on site. For all our safety, including that of your pets, **please do not bring any animals/reptiles** with you to drop off or collect your child.

3. Lost Uniform

Already we have had children lose items of clothing and the items have not been found. Please make sure all of your child's clothes are named – you should do this in pen in several places. Another way would be to sew your

child's initials/name into their clothing. Sewing of the initials/name should not be too big and is best placed inside, on the shoulder area or just under the school logo in white. By allowing children to wear PE kit to school, we hope lost clothing will decrease. However, as the temperature changes children often take off jumpers and coats and leave them laying around.

Staff are regularly collecting up and returning clothes to children if there is a name in it. All other items are stored in the hall and you can ask in the office plus we regularly put it outside for parents to look at.

Whilst I appreciate it is frustrating, there is little point in getting angry at staff or even your child when an item of clothing goes missing. As the season of coat buying is now among us please, please do write your child's name in several places and consider sewing in their name or initials and remind them not to leave their clothes laying around outside.

4. Attendance & Punctuality

Learning starts at 8.55am and doors open from 8.45am, we allow parents/children to queue from 8.30am. Do not leave your child outside school, whatever age, before you have seen a member of school staff there. If they walk to school alone please time their arrival time for just before 8.45am. We cannot let children in earlier when it rains as staff do not start work until 8.45am, we would not be able to look after all children safely.

Many of you will have received letters from me reminding you about attendance as your child's attendance has been flagged up as a concern. I am sure that their attendance will improve and reach the 96% required. Please do inform us of any issues that cause your child to be absent so that we can support you and your child.

5. Reading books, Library books and Reading Record planners

We are so excited that the children are now once again able to bring home a reading book at their level, a library book of choice and we have our fantastic new planners out now too.

However, several reading and library books have not been returned to us – please do search your home and return any that you find to us. We are currently updating our younger children's reading books and you may have taken or been given a bag of books to keep on Friday. These are in a white bag with a letter explaining that they should stay at home – you do not need to return these.

Your child's reading book and reading record planner should remain in their book bag as they will be changed at different days and there may also be days where they read with staff or volunteers. You should be reading every night with your child – please then put the book and reading record planner back into their book bag.

Lost planners will be charged £1.00 for a replacement and lost reading/library books will be charged at £5.00.

6. Approaching other parents and children

If there is an issue between your child and another child we always advise that you inform us first. You should not be touching or approaching any other children and we strongly advise that you don't approach other parents in person or by phone either. Everyone has the right to contact the police if they feel threatened in any

way and moreover, it is upsetting for children and rarely solves the issue. Please do let the class teacher know or email if there is anything your child is concerned about and you haven't already been informed.

7. The car park and drive way – mind the cars and push bikes and scooters

I have been shocked to see parents leaning against staff cars whilst waiting to collect their child – please do not do this. Also ensure that when your child enters onto the drive away for the school they dismount their scooter and/or bike. Children (and adults) should not be on scooters and bikes on the school driveway or in the car park. I have seen children go zooming off – it is dangerous could end up as a nasty accident crashing into someone or a car. As the children can tell you, our rule is that we walk around school – this is on the driveway and in the car park too. Please make sure your child is kept close to you at all times and hold their hands especially once you get to the road.

8. Playground equipment at the end of the day – not for use

Once you collect your child please leave the school as soon as possible. We are unable to host parents sitting and talking whilst their children play on the equipment. Staff need to return inside and continue working and site staff need to lock the gates. The playground equipment should not be played on – it is a large piece of equipment that requires regular checks and maintenance – it does not have the capacity to be used out of school hours too.

9. Don't touch or swing on our orange bollards

We had to invest a lot of money in our orange bollards that divide our lines, it also takes a lot of time and effort to put these out and away. However, the bollards have worked really well and we need to continue this system. Sadly, I am now seeing too many children swinging on these and running their hands and faces all along them. Please keep your child near you as you enter and leave and do not allow them to swing or touch the bollards.

10. No smoking on site, at the entrance or in between our Billy and Belinda bollards

Please do not smoke on or near our site. This includes cigarettes, e-cigarettes and vaping.

Apologies for the length of this letter with several reminders but I hope that it will make school life more harmonious for us all.

Yours faithfully,

Karen Kondo
Head teacher