



St. John of Beverley R.C. Primary School

a Diocese of Middlesbrough School

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11th January 2018

Dear Parents/Carers

We would like to inform you of a new electronic signing in system due to be installed within the School Reception area on Monday 15th January. Safeguarding within our school is of paramount importance and we endeavour to keep both pupils and staff safe at all times, however we are always looking at ways to improve these measures. East Riding of Yorkshire Council has recently issued Guidelines and a Policy relating to Data Protection and this new system will ensure that we comply with their recommendations. All current signing in books will be removed and replaced by the Alpha Visitor Entry System. Not only will the new system be a more secure way of checking visitors in and out of the school premises, it ensures we have an easily accessible register in case of an emergency and it keeps an up to date record of pupils' late marks and medical appointments.

Late Arrivals

The school bell will ring at 8.50am each morning and the children are expected to be in class ready to start Registration at 8.55am. The gate will be locked promptly at 9am. If your child is not in school by this time and you have to buzz to be let onto the school premises, please accompany them to the school office whereupon you will be asked by Mrs Hall or Mrs Thomas to electronically sign them in on the screen in the Reception area. Please enter their name on the screen and a specific reason for lateness - stating 'late' will not be accepted as a valid reason and you will be unable to proceed to the next step. Upon saving the information on the screen it will automatically link to the School Register and update your child's record.

Medical Appointments & Taking Children from School Before the End of the School Day (inc Home Lunch)

We appreciate that it is not always possible to arrange medical appointments outside of the school day, however, where possible, we respectfully ask that children are not taken out of class too frequently during this time.

Should your child have a medical appointment within school hours, it would be appreciated if you can give the school sufficient notice, especially if they will be requiring a lunch upon their return.

Upon collecting and/or returning your child to school you will be required to sign them in and out via the new computer system.

If you wish to take your child home for lunch, please collect them at 12 noon for Foundation and Key Stage 1 or 12.10pm for Key Stage 2 and sign them out on the computer. They should be brought back to school and signed in using the above method by no later than 1.05pm.

Hopefully there will be a smooth transition in using the new computer, however, please bear with us whilst we familiarise ourselves with this new technology too!

Should anyone have any queries, please do not hesitate to contact me.

Yours sincerely

Angela Nicholl

Headteacher

