



# *Primêre Skool Wilgehof Primary School*

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4 August 2015

Dear Parents/Guardians

## **Safety of learners on the school premises**

After you have received various notices about this matter, we are implementing the safety system at last. As this is new to parents, learners and staff, I want to make a humble appeal to all persons involved. Please be patient; before long this will be second nature to us. Where there are serious hick-ups, please do not hesitate to inform us so that problems can be ironed out. And please remember: this is for the safety of your children.

Please read the finer detail given here in order to help you understand the system. Discuss it with your children to help them to understand as well.

### In the afternoon the system works as follows:

- all the inside gates, the two front gates as well as the pedestrian gate on the western side of the school will be locked: the inside and the front gates at 14:45 and the pedestrian gate at 14:25 or as soon as all the buses have left.
- All learners in the front garden who are picked up by the parents or taxis must stay on the paving – no one is allowed in the “garden” or what is left of it.
- Punctually at 14:45 all learners in front of the school will move behind the inside gates and go to the western side of the school and wait there for their transport.
- The two front gates will be locked at 14:45 and no more parents are allowed to enter the school premises through these two gates. Teachers will be on duty in front of the school and will help

parents/taxis who are busy picking up their children to finish and leave.

- The office staff will be on stand by from 14:45 until 15:30 to open the front gate for parents who want to visit the office. These parents must please phone the telephone number of the school (051 522 5211) so that the office staff can open the gate for them. Always use the entrance gate (no1) to enter and the exit gate (no 2) to leave.
- When parents have an appointment with a teacher it is the responsibility of the teacher to give them access to the school premises.
- After 15:30 no access to the office is possible as the office will be closed and the staff will have gone home.

In the morning the system works as follows:

- The inside gates and the gates at the western side of the school will be locked. No person has direct access to the teachers and learners.
- The front gates will be open until 14:45 and parents have free access to the school premises **VIA THE OFFICE.**
- No parent is allowed to go to any teacher or learner without permission from the principal.
- Parents cannot see a teacher during school hours.
- Teachers may request parents to come and see them in school hours by appointment; these visits will take place when a teacher has a free period. In such a case the teacher will inform the office and in this way you will get permission to visit the teacher in his/her class.

Thank you very much for your understanding and your cooperation.

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LJ van Biljon  
Acting Principal

You can read this circular also on the school's website.