

Wednesday 27<sup>th</sup> September 2023

Dear Parent/Carer,

**Re: Safety Procedures/Attendance**

You may be aware that there have been several incidents between 3:30pm and 5:00pm in Highbury Park over the last 5 to 8 school days.

A few unknown offenders have been attempting to steal from and intimidate school children making their way home. This has affected some of our students as well as students from other schools

I wanted to inform you that I am doing all I can to work alongside the police and to ensure these incidents are dealt with by the police. I met with Inspector Neil Kirkpatrick in school last week and I also met with a local councillor yesterday evening to continue to raise my concerns around the High Street and Highbury Park. This issue will also be discussed at the local police and school's forum, that is attended by police and leaders from local schools.

As the days get shorter and we approach October, Bonfire night and Halloween, I am aware levels of crime increase.

I would ask you to avoid sending your children into school with mobile phones and other high value possessions. I know this is not always possible, and children should be free to have their possessions with them, however, until the police are able to complete their investigations and bring people to justice, I do think this may be the best course of action.

**Onsite Safety Procedures**

At Queensbridge, we take safeguarding and safety very seriously. It is important that we continue to review all our procedures, even considering those events that are very unlikely to occur. Our school gates close at 3:35pm and we would ask you to ensure you collect your children if they have stayed for an after-school club or activity. Like many schools we also have a " lockdown " procedure.

**What is a lockdown and when would we carry it out?** A lockdown procedure is a standard health and safety procedure, like a fire drill. Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place. Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A disturbance or dangerous situation in the local community that could affect the school
- A nearby chemical incident, fire or other risk of air pollution
- As part of the Schools' Emergency Plan we have a lockdown procedure to warn staff and students if there is a risk. Although neither of these events are highly likely it is essential that staff and students know the procedures.

We have ensured that students are clear on the procedures and the policy through form time. We run drills on these procedures for all staff and students on a termly basis. We ensure staff and students in school receive the relevant communication as appropriate. On occasion we do not inform staff and students in advance to ensure we have an accurate measure of how successful our procedures are.

Please be assured that we have not received any information to indicate that the school is at risk from an intruder, etc. but it is essential that we take every step to ensure the students' well-being. I would be grateful if you could discuss this with your child to stress the importance of the matter.

### **Screening**

As part of our safeguarding procedures, we work in partnership with the police. These proactive steps can include screening measures. This reassures pupils, parents, and staff that school is a safe place to be and links to our PHSE program. The screening is carried out in a way that develops positive relationships between the police and young people. When screening is to be carried out you would be notified in advance.

### **Parking**

Parking in the school car park is restricted to staff and official visitors. Parents/carers should not use the car park as a drop-off (unless arranged) and nor should they use the entrance to the car park as a drop off point or park on the double yellow lines in front of school

### **Bonfire Night/Darker nights**

With darker nights and Bonfire night fast approaching it is important that pupils and the community stay safe. Please click to view Safe Halloween/Bonfire Night – reminder letter from West Midlands Police <https://queensbridge.bham.sch.uk/parents/letters-home>

Below are some useful links regarding these matters.

[Darker Nights- ASB | West Midlands Police \(west-midlands.police.uk\)](#)

[Firework safety - RoSPA](#)

### **Attendance**

As we approach Autumn and the weather changes, illnesses such as colds and flu come become more common. The impact of these can be varied and impact the health of a child and consequently their attendance and learning. In school we have regularly and constant cleaning routines through the day, anti-bacterial gel is available in all serveries and around school and pupils are encouraged to wash their hands correctly during social times.

To reinforce the importance of regular attendance, avoid illnesses, where possible, and ensure a positive start to each school day please look to utilise the following supportive measures:

- Reinforce hygiene routines daily [Preventing and controlling infections - GOV.UK \(www.gov.uk\)](#)
- Help your child(ren) to develop a night-time routine – a regular bedtime is key to ensuring that students get enough sleep and are rested and ready for each day of learning.

- Limit time on devices – having an agreed ‘switch-off’ time for electronic devices can be key to building positive relationships and supports students in being able to relax at home.
- Build a morning routine – ensuring that students have breakfast supports a healthy start to the day and boosts their metabolism which will allow them to be more alert and make more of each learning opportunity.

We can often feel worse in the morning and if your child is feeling unwell but can come into school, please make sure that they do. Please use EduLink to inform us if this is the case and we can monitor them throughout the day; we will always contact you if your child is too unwell to continue at school. We find that this approach often reduces the amount of time lost to avoidable absence. [EduLink One](#)

Finally, please can you make time to talk to your child(ren) and remind them that:

[Stronger Together | Attendance \(queensbridge.bham.sch.uk\)](#)

- All students must be in their tutor room by **8:45am** to ensure a purposeful start to each day.
- All students must arrive to each lesson swiftly to ensure that each learning opportunity is maximised – a short movement time is allowed to ensure that pupils have sufficient time to move around our building.
- All students should strive to catch-up on any work missed through absence to ensure that they do not fall behind their peers.
- Any student who arrives at school after 9.15am without a specific and acceptable reason will be marked as unauthorised absence and lose half a day’s attendance on their record.

#### **COMMUNICATION:**

All communication to school should come through [enquiry@queensbridge.bham.sch.uk](mailto:enquiry@queensbridge.bham.sch.uk)

Specific communication regarding special educational needs to come through

[SEND@queensbridge.bham.sch.uk](mailto:SEND@queensbridge.bham.sch.uk) we aim to respond to all communication within 48hrs. Please do not email staff directly all communication must go through enquiry.

All communication regarding letters, homework, attendance, reporting and recognition will be available on the ‘EduLink’ app.

Yours sincerely



Mr Singh  
**Headteacher**