

## **SAFETY FIRST**

In the fast-paced, frenetic and frequently frightening world of the 21<sup>st</sup> Century in which we live, parents have to be aware of and concerned about so many issues affecting the well-being of their children. High on the priority list must always be the issue of safety and security. Due to the ongoing barrage of media information concerning accidents, urban crime, violence and even death, people do become somewhat *numbed* by the sheer volume of negative information. We therefore ask parents to read the following paragraphs carefully and thoroughly, to ensure that they are indeed taking all the necessary steps and precautions toward creating the safest possible environment, within their power, for their children to live within.

## **OFFICIAL SCHOOL HOURS DURING WHICH TIME BPS STAFF ARE RESPONSIBLE FOR THE LEARNERS**

<b>Grades R – 2</b>	<b>07.45 – 13.00</b>	<b>Monday – Thursday</b>
<b>Grades 3 – 7</b>	<b>07.45 – 14.30</b>	<b>Monday – Thursday</b>
<b>All grades</b>	<b>07.45 – 13.30</b>	<b>Fridays</b>

**Consult extramural programme for after-hours times and please ensure prompt collection of your child.**

## **AFTER SCHOOL CARE CENTRE HOURS**

<b>Grades R – 2</b>	<b>13.00/13.30 – 18.00</b>	<b>Monday – Friday</b>
<b>Grades 3 – 7</b>	<b>13.30/14.30 – 18.00</b>	<b>Monday – Friday</b>

**Please ensure prompt collection of your child.**

## **BEFORE ARRIVING AT SCHOOL IN THE MORNING**

Discuss the plans for the day ahead. Ensure that parents, children and lift-providers/care-givers are all in agreement about the schedule for that day and who will be fetched where and when, and that *any changes to the usual routine are clearly understood by all concerned*.

Children should always have a contingency plan in mind – a plan decided upon with the parents – as to what they must do in the event of a parent being late to collect them. Emergency telephone money and/or a Telkom phone card should be part of the planning.

Children who walk to school or use public transport should proceed directly to/from school and not visit shops or friends or make detours of any sort, unless it is unavoidable.

## **ON ARRIVAL AT SCHOOL**

The official time of entry into the building for learners is 07.45 when the Educators commence their daily duties and take responsibility for the learners in their care. The school gates are unlocked by our Maintenance Staff at 06.45 and from 07.00 onwards the front gate in Childrens Way and the back gate in Alphen Way are manned by our Support Staff. Children who are brought to school early may wait in the area of the Hall Quadrangle, under the shelter of the roof if it is cold and wet. The Administration Staff begin work at 07.30 and would deal with any problems or queries if necessary. Should the weather

be stormy and excessively wet outdoors the children will be allowed to proceed to their classrooms from 07.30.

We ask parents to impress upon their children that if they are at school before the arrival of their classmates, they remain in the Hall Quad and keep away from the fence and gates. Children should be unpacked in the classroom and ready to begin the day at 07.55 promptly.

### **AFTER SCHOOL HOURS**

Arrangements should be made for your children to be fetched within 15 minutes (maximum) of school closing each day or after an extramural activity has ended. Children must wait to be collected inside the school grounds and not on the pavement or in the road. Whilst every effort is made to ensure the safety of each child during school hours, the staff have other school-related duties to attend to after the final bell has rung, and cannot be held responsible for children left on the school premises after closing time.

Once a child has left the property in the care of their parents, lift-providers or after school care-givers, the responsibility for their safety has in effect been handed over from the school to someone else. Parents who entrust the care and safe-keeping of their children to others, should regularly check that their expectations are indeed being complied with – are the travelling arrangements well organized and well-understood by the child, and does the care-giver's facilities provide the child with total security? Children who return home alone on public transport and on foot, are most at risk as they are vulnerable to those who target children as easy prey. Parents should have a back-up plan in place for children to automatically revert to should they be confronted by a negative situation and have to make quick decisions.

If your child carries a cellphone with them, stress the need for discretion – they should keep it in a pocket or bag and not flash it around or play games openly in public places. Children should also have emergency contact details with them at all times in case of an emergency or accident of any sort.

### **ON THE ROADS**

We appeal to parents to always observe the Rules of the Road, driving with extreme caution and great awareness, especially when on the roads bordering the school property.

Vigilance is necessary when entering and leaving parking bays and in the areas where there are pedestrian crossings. Always stress the importance of patience and clear vision when reminding your children of the road safety rules.

We endeavour to always be good neighbours and avoid any noisy disturbance to the property owners around our school. Loud noise of any sort, e.g. hooting of car horns or high decibel music emanating from cars, is regarded as anti-social behaviour and cannot be tolerated.

### **IT IS ALWAYS BETTER TO BE SAFE IN ORDER TO AVOID ANY UNNECESSARY STRESS OR TRAUMA**