



Lode Heath School

Lode Lane, Solihull,
B91 2HW
0121 704 1421

www.lodeheathschool.org.uk
HEADTEACHER: MS LSUDDON

2 October 2018

Dear Parents/Carers

We wish to make you aware that should you need to come on to the school site for any reason during the school day you **must** report to the school Reception. If you have been invited to attend a meeting you will be asked to sign in and be accompanied by a member of staff.

As you will appreciate it is important that we are aware of all visitors who are on site during the school day for safety reasons and your co-operation with making sure that you report to Reception is important. The school Reception is normally open between 8.15am to 4.15pm during term time and ideally we would prefer parents not to come into school unless they have a prearranged appointment.

We also would request you avoid dropping off or picking up your child from the school site unless your child has specific access requirements. Pupils should use the two pedestrian entrances into school with one being situated opposite Moat Lane and the other opposite the Renewal Christian Centre. The electric security gates will remain closed until 4pm and pupils will need to exit the school via the pedestrian entrances.

If you need to collect your child during the school day the electric security gates will be closed and an intercom system will be utilised to speak to Reception for vehicular entry into School.

After 9.00am both pedestrian gates will also be locked for the duration of the school day with access for late arrivals being via the pedestrian gate opposite Moat Lane where entrance can be requested by intercom.

Students should be organised and it is your child's responsibility to bring with them any equipment required for lessons i.e. planners, PE kit, cookery ingredients, text book, lunches, money, keys etc. and we request that you help your child to remember what they require each day to avoid anything being dropped off by you during the course of the school day. We have had a number of occasions in the first weeks of the academic year where parents are dropping off items and requesting that they be delivered to their child. We wish to make you aware that our staff will be unable to deliver items to classrooms.

Similarly, if your child has an appointment for which they need to leave school early we ask that you write this into their planner, including whether you are collecting your child from Reception or at an agreed meeting point outside school. This should be shown to the class teacher at the beginning of the lesson and your child should leave at the appropriate time exiting the building via Reception once again showing their planner to the Reception staff where they will be issued with a signing out slip.

As you are aware, we use ParentPay in school to collect monies for trips/events and to allow you to top up student food accounts. Students can also use revalve machines in school to top up their food accounts, however, these machines do not provide change and because we run a cashless system, we are not able to provide change. When you require change, we recommend you pay via ParentPay instead.

Yours faithfully

Ms L Suddon
Associate Headteacher

