



Ormiston Cliff Park
PRIMARY ACADEMY

Orde Avenue
Gorleston-on-sea
Norfolk
NR31 6SZ

Phone: 01493 661523

Email: office@ocppa.co.uk

Web: www.ocppa.co.uk

Principal: Mrs K Rutherford MA BEd

 **Anchored in excellence**

15th September 2023

Keeping Everyone Safe

Dear Parents/Carers

Keeping your child safe is a priority of Ormiston Cliff Park Primary Academy. As we start our new academic year, I would like to update you to the ways in which we work to keep everyone safe at the Academy.

Recruitment and Training

The Academy implements safe recruitment practices throughout the recruitment process with interviews being undertaken by staff with appropriate safe recruitment training.

All of our staff have received statutory annual training on our expectations and policies to safeguard your children. Our updated Safeguarding, Child Protection and Behaviour policies are shared on the Academy website and by half term the whole Academy will have undertaken practises in emergency procedures for fire evacuations and lockdowns.

Car parking

As you are aware from the many letters issued last year, Orde Avenue should not be used for parking or as a 'drop off' area. We would like to take this opportunity to thank the many parents and carers who have supported our requests, particularly at arrival time. **However we still have a number of parents and carers who are still driving onto Orde Avenue at the start and end of the Academy day.** It is in the interests of **ALL** children that Orde Avenue is kept free from cars at the start and end of the academy day.

Please note – the car park is for staff and visitor use only. Parents/carers **must not** use the car park for Breakfast club drop off or After School collections. Once again we have recently experienced some 'near misses' on the academy car park.

Cycling and scooters on site

We are really pleased to see children keeping fit and healthy by cycling or scootering to the academy, however please can we remind everyone that cycles and scooters must not be ridden on the academy site/playgrounds. Electronic scooters must not be used on site.

PE Kit and Jewellery

All children have to participate in PE lessons. In order to take partake in PE lessons safely, children must wear the academy PE kit – details of which are on the website.

Jewellery should not be being worn in the Academy with the exception of stud earrings (one in each lobe only) and wrist watches. Earrings must be removed for PE lessons. It is helpful if earrings are removed on the day.



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Mobile Phones

The Academy does not allow children to have mobile phones in the Academy. This is a longstanding policy to ensure the safety of everyone in the Academy.

Attendance.

As you are aware it is a legal requirement that a child on a regular basis. The Academy has a duty of care to ensure the safety and well being of children by rigorously monitoring attendance and lateness.

May we take this opportunity to remind you of the following:

- Children are expected to be in the Academy by 8.45am.
- Registers close promptly at 8.50 am (which is when the first lesson starts).
- The gates to the Academy close at 8.48am.
- Parents/carers must inform the Academy office by 9.00am on everyday of the absence and the reasons for absence.

I hope you find this information both useful and reassuring. Please do not hesitate to contact the Academy if you have any questions/concerns.

Yours sincerely,



Mrs K Rutherford,
Principal