John Fletcher of Madeley Primary School

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Headteacher – Mrs S Cross
Chair of Governors – Mr P Owens

"***Whatever you do, work at it with all your heart***", Colossians 3:23

4th May 2023

King's Coronation Picnic – Friday 5th May 2023
Safety Procedures

Dear Parents and Carers,

We are so excited to invite you into school for our King's Coronation picnic. Please read these instructions carefully, so things run smoothly. ☺

TIME : 12 noon (doors open) to 1.15pm

Things you need to know:

PLAN A – Wet Weather

It looks like it might be wet, so if this is the case, we will hold it indoors. As we are limited for fire safety regulations, we need to ask you to limit the number of adults attending to **one per family (very maximum two)**. It will be a tight fit!

To Enter:

On arrival, please enter via your dedicated entrance. You will be signed in and directed to your picnic area, which will either be in one of the halls or in a classroom:

Families with more than one child in the school only	South Hall Doors
Families with just one child in KS1 or Reception	Main Reception Entrance
Families with just one child in KS2	Year 5 Entrance

Family Picnic Areas

Families with more than one child in the school	One of the halls
One Reception child	Reception classrooms
One child in Mrs Painter or Mrs Nicholls' classes (1/2 P and N)	Year 1/2 P and N classrooms
One child in Ms Sankar's class (1/2 S)	North Hall
One Year 3 child	South Hall
One Year 4 child	South Hall
One Year 5 child	Year 5 and Art classrooms
One Year 6 child	Year 6 classrooms

Toilets

Port-a-loos will be provided on site for adults and younger children. School pupils will use their normal toilets. Parents will not be allowed access to these.

Behaviour Expectations

We kindly ask that your child and any younger siblings are supervised at all times. There will be children with no family members present, so staff will be supervising these children too.

Quiet activities, including colouring and board games will be accessible in classrooms and you are welcome to engage in these activities with your child.

If you are based in the halls, you are welcome to bring a picnic blanket. ☺

Smoking and Vaping

Can we remind you that John Fletcher of Madeley is a smoke free zone, this incudes vaping. We politely ask that this happens off site, away from school grounds.

Photographs and Phones

We have some vulnerable children who are strictly forbidden to have their photographs taken for child protection and other reasons. No phones are allowed to be used in our school buildings, please.

Fire Alarm

In the event that a fire bell should go off, please allow the adults to deal with the children in line with our Fire Safety Procedures. Assemble at the top end of the field, by the forest, in an orderly manner and await instructions from members of SLT. At no point should you attempt to enter the building.

PLAN B – Dry Weather

Our families are invited to have a picnic on the school grounds together. All the pupils will join you on the field at 12:15pm and return to the class at 1:15pm.

We are going to have designated areas that you can sit in to ensure that you have enough space for your picnic. We appreciate some parents may have children in various year groups, so you are welcome to keep your children together for the picnic. Once they are ready to play, please could you ensure they go to their dedicated play areas.

Toilets

If the picnic is outside, parents will not have access to the school building. Port-a-loos will be provided on site.

Behaviour Expectations

We kindly ask that your child and any younger siblings are supervised at all times. There will be children with no family members present, so staff will be supervising these children too. There are dedicated areas for the children to play in according to their year groups, and we especially request that KS1 pupils remain within the KS1 area please.

Play equipment, including balls, are strictly to remain on the hard surface play areas, so that they are not kicked or used around picnicking families and small children.

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Photographs and Phones

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Fire Alarm

In the event that a fire bell should go off, please allow the adults to deal with the children in line with our Fire Safety Procedures. Assemble at the top end of the field, by the forest, in an orderly manner and await instructions from members of SLT. At no point should you attempt to enter the building.

We look forward to seeing you all! ☺.

Best wishes

Mrs Cross
Head Teacher