

# **Scoil Bhríde**

**Stillbrook, Mountrath**

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22<sup>nd</sup> November 2018

Dear Parents/Guardians,

A note to inform you that, following discussion at our recent Board of Management meeting, and in line with best practice as outlined in our **Child Safeguarding Risk Assessment**, the Board of Management has installed a “buzz in system” on the front door of the school.

Therefore, you will need to ring the bell located on the wall at the right of the front door to gain access. Parents/visitors are asked to wait in the front porch of the school and not enter the corridors or classrooms. If you are collecting your daughter outside of the normal school hours time you will need to sign our school out of hours record book. A reminder that only you or your designated person (as per enrolment form) is authorised to collect your child from school. If there is any change to this arrangement please inform your class teacher in writing.

We are asking for your full co-operation in implementing these measures so as to ensure enhanced safety for the children in our care.

Many thanks to our school caretaker Piotr for installing this front door lock system.

Yours sincerely,

*Mary Rohan* (Principal)

*David Page* (Chairperson Board of Management)