



Adelaide Hoodless Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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November 23, 2017

Dear Parents and Guardians of Adelaide Hoodless School,

One of our top priorities is to ensure our students are safe at all times during the instructional day. This requires us to lock all exterior doors during the instructional day. **Our instructional day begins at 8:50 am and ends at 3:10 pm.**

Students must enter through the appropriate entry doors. Parents are not to accompany their children into the school. This creates crowded hallways and prevents our ability to safely monitor the halls. It is difficult to determine who is a welcome visitor and who is unwelcome. As the winter approaches, the halls become more crowded with winter gear and the floors become quite slippery from the snow. We need to limit the number of people in our halls.

Entry procedure is as follows:

Kindergarten Students: Please enter through the FDK doors at the north-west end of the school. Staff are on duty to receive your child. Please do not enter through the playground doors or through the front door.

Primary Students: Please enter through the doors by the new gym at the south-east end of the playground. Please leave your child at the door. Please do not accompany your child into the school.

Junior Students: Please enter through the main playground doors. Please do not accompany your child into the school.

We have carefully planned entry to minimize hallway congestion and to maintain a safe flow of traffic.

It is important for all of our students to be at school and on time. Our instructional day begins at 8:50 am. Staff are on duty to supervise students from 8:35 am. Please ensure your child is on the playground before 8:50 am.

If you are arriving after 9:00 am, please use the front entry and sign in at the office. All visitors must report to the office.

We also ask that you refrain from coming onto the playground before 3:00 pm. Again, this is for the safety of your child. We often have large groups of parents congregating on the playground. This makes identifying unwelcome guests difficult.

If you have any questions, please do not hesitate to contact the school.

Respectfully,

Nanci Simpson - Principal