



FrOG

Registered Charity Number: 298520

March 2011

Dear All

IMPORTANT INFORMATION REGARDING FUTURE FROG EVENTS

We have recently reviewed our health and safety procedures for events that we hold on school premises and, in consultation with the Headteacher and Head of Year 6, we feel that it is necessary for the safeguarding of all children, staff and FrOG members that we make certain changes.

Our next event is a school disco being held on Friday, 1 April 2011.

With immediate effect:

- Parents/Carers will no longer be able to attend the disco with their child/ren unless they are CRB checked and are happy to stay as a FrOG helper; which means they will be required to supervise a number of children, not just their own. We have spoken to a number of local primary schools and it would appear that none of them permit parents to stay unless in the capacity of 'helper' and are CRB checked. It is extremely difficult for us to monitor who is entering and leaving the disco as a parent/carer or friend and we have a duty of care to the children at the disco to ensure we know all adults in attendance.
- Parents/Carers will be required to purchase a ticket for the disco for their child in advance (a letter will be sent home via school book bags and a copy will also be placed on the website under the 'FrOG' page). The letter will include a permission slip which parent/carers will need to complete and return to the school **enclosing the correct money**. A separate permission slip will need to be completed by the parent/carer for each child attending the disco. The permission slip will include:
 - Child's name
 - Class
 - Emergency contact telephone number(s) for that evening, and
 - Any medical conditions
 - Parent/Carer name and signature

Tickets will be issued as receipt of payment and sent home via children's book bags.

The permission slips will be held at the school disco in case of emergency.

No child will be permitted entry to the disco without a ticket and a reply slip being completed by parent/carer in advance. Any child arriving at the disco without a ticket will be asked to wait with a member of the teaching staff and the parent/carer will be contacted by the school to request that the child is collected.

- Upon arrival at the disco, children will enter via a designated year group door to the hall. This will either be the door to the foyer, the door to the left of the foyer entrance or the door to the right of the hall, as follows:

Yr R + 1 + 4 via foyer entrance

Yr 2 + 5 via door to the left of the foyer entrance

Yr 3 + 6 via door to the right of the hall

Notices of the year group entrance/exit doors will be posted on the night to assist you.

As the children enter their designated door they will hand over their disco ticket to either the teacher or FrOG member so that they can be ticked on the class list as attending the disco. This will ensure we have a complete list of all in attendance in the event of an emergency/fire.

- At the end of the disco, the DJ will announce for the children to sit down in their year groups. The three doors will be opened (the same as for entry) and parents/carers will be asked to give the name of their child. Their child will then be brought to them to take home. **No child will be permitted to leave the hall otherwise.**

Due to these changes, it has been agreed to increase the length of each disco by an additional 15 minutes, with a 45 minute break in between. Discos will therefore run as follows:

Yr R, 1, 2 + 3: 4.15 to 5.30pm

Yr 4, 5 + 6: 6.15 to 7.30pm

We appreciate that these changes will take some getting used to for all of us, but believe they are absolutely essential to ensure the safety and wellbeing of all concerned. However, nothing is cast in stone and after the first disco incorporating these changes, it may be necessary to make some minor alterations to the procedures.

We are happy to consider any other further suggestions for improvement that parents/carers may wish to make with regard to the running of the school discos and would be grateful if you could make your suggestion in writing via the school office - for the attention of the Chair of FrOG Committee - by Friday, 18 March.

A further newsletter including information regarding the forthcoming disco will be sent out in the next week or so.

Many thanks and kind regards,

FrOG Committee