



Welcome to The Key

We are really looking forward to working with you. Here are some important pieces of information for you but if you have any questions don't forget to ask.

Your Key teacher is

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These are the adults in the key that you will see.

Where is the Key?

The Key is on the site of Park Gate Primary School, we use the school building to attend assemblies, lunchtimes, use the hall for PE and when we are invited to shows like the pantomime at Christmas. Sometimes staff from Park Gate School will come and say hello to us, don't worry your key teachers will be with you at all times.

What do I do when I arrive?

1. Your grown up will drop you off at the gate on Berkett Road, they will use the buzzer to tell us you have arrived.
2. We will buzz you in and watch you walk to the key, we will greet you when you arrive at the building.
3. You will find your name on the Ipad and sign yourself in.
4. You take your shoes off and hang up your coat and bag.
5. You will go to your classroom to start your day off.

During your time at the Key you will:

Mainly be in the key building.

Spend some time over at Park Gate School.

Have playtime on the playground right next to the key—the adults at playtime will clearly explain where you are allowed to play.

Have access to the tyres at the back of the key to play on.

How do we keep you safe?

- *We have staff members who look after the safety of all children—take a look at the safeguarding posters on the wall. You can talk to any adult if you don't feel safe or want to talk about your feelings.*
- *There is a door that can only be opened by the adults—this is the main fobbed door. It is designed to keep you safe inside the building.*
- *We have designated first aiders—they are Mrs Clayton and Mrs Penn. They will help if you get hurt.*
- *We have a clear fire evacuation procedure. If the fire alarm sounds, follow your teachers instructions, stay calm, we will keep you safe. When we leave the key we line up on the playground in front of the key.*
- *We will always use our words and talk to you about what is happening at all times.*
- *We listen to you.*