

### Important Reminder: School Site Supervision Hours

Dear Parent/Carer,

We are writing to you today to reinforce our School's policy regarding student supervision and site access. To ensure the safety and wellbeing of all our students, we must strictly adhere to our established supervision hours.

**Please be reminded that students should only be present on school grounds between the hours of 7:30 am and 4:45 pm, unless they are participating in a supervised, regulated activity.**

This policy is in place for the following important reasons:

- **Safeguarding:** Beyond these hours, we are unable to provide adequate supervision and therefore cannot guarantee the safety and welfare of our students. We have a duty of care to ensure that all students are in a safe and secure environment.
- **Security:** Maintaining controlled access to the school grounds outside of designated hours helps to enhance the overall security of the site.
- **Staffing:** Our staff are scheduled to provide supervision and support during the specified hours. Outside of these times, appropriate staffing levels are not maintained.

We understand that some families may have varying schedules, and we appreciate your cooperation in adhering to these guidelines. If your child is participating in an after-school club, sports practice, or other supervised activity, please be sure they are collected promptly at the end of the event.

Thank you for your understanding and cooperation in ensuring the safety and wellbeing of all our students.

Yours sincerely,



Mr D Durning  
Assistant Head – Student Development  
The Royal Grammar School, High Wycombe  
[dpd@rgshw.com](mailto:dpd@rgshw.com)