

Dear Parents/Carers,

Over the past few weeks the choir leadership has been reviewing health and safety procedures during choir rehearsals with the relevant people at All Saints Church. Following these discussions, two decisions have been made that will impact parents directly, so I writing to tell you about these.

The first concerns parking cars at All Saints. When parking at the church, please could you ensure that you park in such a way that there is always sufficient access to the church door for emergency vehicles. I am sure that you already do this, and this request is not in reaction to any specific incident. It is simply a formal request that needs to be stated explicitly, but which hasn't been before. Thank you for your cooperation with this.

The second recent safety decision that I need to tell you about concerns access to the church building itself during choir rehearsals. We in the choir have always felt that it is extremely important that only parents/carers and choir helpers have access to the church during rehearsals and that no child leaves the building without their parent or carer. Up until now we have implemented this policy by having someone on the door to monitor who comes and goes from the building. **Starting from next week (11<sup>th</sup> November)**, though, we are going to implement this policy by **locking the church door** instead (with the key left in the lock). This policy is more in keeping with what you will be used to from schools and other children's activities.

This new policy is going to have a major impact on how you drop off and collect your children from choir, so here are some more specific details about this new policy will work:

- **The church door will be locked during choir rehearsals from 5pm until 6:05pm.**
- **Children must arrive at rehearsal by 5pm at the very latest (although, of course, rehearsals actually start at 4:45pm). Generally speaking, we will not be opening the door if someone knocks on it after this time.**
- **If there are exceptional circumstances why you might be late to any particular rehearsal, please discuss these with Emma or myself beforehand. If necessary we will then make arrangements to let you into the church at a pre-arranged time.**
- **You are welcome to stay in church during rehearsals as usual. If you wish to leave the church, please see a helper with a badge on to let you out so they can lock the door behind you. Once you leave, though, you will not be able to re-enter the church until the end of the rehearsal.**

I hope you will understand why maintaining a secure door is so important during rehearsals. We also hope that the new arrangements will not inconvenience you too much. Thank you for your cooperation.

Malcolm Pullan  
LCC coordinator (and accompanist)