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November 13, 2014

Dear parents, guardians and families,

This note has information about increased student security measures at Belgravia School: entrance doors locked and signing students out of school.

Entrance Doors Locked

Edmonton Public Schools has recently introduced some new security practices to enhance safety measures already in place by installing security cameras at elementary and some junior high schools. The cameras are simply so the office can identify visitors to the school and do not have the ability to videotape.

As part of an increased awareness of security, Belgravia School will begin keeping all exterior doors locked throughout the day.

Effective Monday, November 17, the following schedule for locking and unlocking the exterior doors will be put into effect.

The **front door** at the main entrance to the school will be unlocked at the following times:

- 8:15 a.m. to 9:00 a.m.
- 11:20 a.m. to 12:40 p.m.
- 3:15 to 3:45 p.m. (Monday, Tuesday, Wednesday and Friday)
- 1:55 to 2:25 p.m. (Thursday)

The **tarmac doors** will be unlocked at the following times:

- 8:15 a.m. to 9:00 a.m.
- 10:10-10:25 a.m.
- 11:20 a.m. to 12:40 p.m.
- 2:00-2:15 p.m.
- 3:15 to 3:45 p.m. (Monday, Tuesday, Wednesday and Friday)
- 1:55 to 2:25 p.m. (Thursday)

The **south door** near the kindergarten and grade one classes will be unlocked at the following times:

- 11:20 a.m. to 11:40 a.m.
- 3:15 to 3:45 p.m. (Monday, Tuesday, Wednesday and Friday)
- 1:55 to 2:25 p.m. (Thursday)

If you would like to enter the school at any other time during the school day, you need to go to the

front door, ring the entrance bell and listen for the buzzer. The office will be able to view through a video camera the person waiting at the door. When you hear the buzzer, please pull on the door on the right to open. (If office staff do not recognize you, you may be asked for your name and purpose for entering the school.) Once buzzed in, visitors must check in at the office prior to visiting any location in the school.

The intent of the locked door schedule is to ensure the safety of our students and staff. We have chosen to unlock the doors at certain times of the day as we want students and families to be able to enter to the school when they are a few minutes late or to meet with teachers.

All school staff, with the exception of lunch supervisors, have exterior keys. This allows them to open all doors during recess, lunch, before and after school and for other outdoor learning activities.

I know the additions of a security camera might seem inconvenient; however, we want to ensure our students are as safe as possible at school every day. Over the past few years, there have been schools in our district where strangers have entered without permission. Knowing that we are a familiar community at Belgravia, please assist the school and keep your eyes out for strangers that may be entering at times when the doors are unlocked.

Student Sign Out

If your child must leave early for any reason, please sign your child out at the school office. The teachers as well as office staff need to be aware of any students leaving the school at non-dismissal times.

We know that all of our parents understand the importance of student safety and will do their best to help with safety by following the changes we have implemented. If you have any questions, please feel free to contact me by calling the school.

Learning Together,

A handwritten signature in cursive script that reads "Auriana Burns".

Mrs. Auriana Burns
Principal