



West Acton Primary School, Noel Road, Acton. W3 0JL

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Head Teacher: Miss K Kondo

18th September 2025

Dear Parents/Carers

Re: Start of School Year Reminder – Health, Safety and Expectations

As we begin the new school year, I would like to remind everyone of some important expectations that help keep West Acton Primary safe, positive and well-organised. We are still seeing some persistent issues that need to be addressed. These concerns affect the smooth running of the school and pose potential risks to the safety of our pupils and the wider school community.

Please read the following carefully and support us in ensuring these expectations are followed:

1. **Healthy Snacks:** We are still seeing an increase in chocolate, crisps and other unhealthy snacks in packed lunches and at pick-up time. Please send your child in with healthy, balanced snacks in line with our packed lunch and food policy.
2. **Litter and Food on Site:** Food and litter are being dropped on the premises at the end of the day. To keep our school clean and safe, please wait until you have left the grounds before giving children food.
3. **Unsafe Use of Equipment:** Climbing frames and gym equipment are out of bounds after school to ensure they remain safe for all pupils during lesson times. Please ensure children do not use this equipment outside supervised school hours. Some children have also been climbing the fence outside front reception – this is dangerous and must stop.
4. **End-of-Day Supervision and Security:** Children must be supervised at all times. Please do not remain on site talking while children are left unsupervised, as we need to secure the premises promptly.
5. **No Smoking:** Smoking, vaping or use of e-cigarettes is strictly prohibited anywhere on the school site, including the area between the Billy and Belinda bollards.
6. **Respect for Staff:** Swearing at or abusing staff will not be tolerated. Any such incidents may result in an immediate site ban and, where appropriate, a report to the police.

These rules are in place to keep everyone safe and maintain a positive, well-ordered environment. We know that most families follow these procedures, and we thank you for your support. Together, we can ensure West Acton Primary remains a safe and welcoming place for all.

Thank you for your cooperation.

Yours faithfully

Karen Kondo
Headteacher

