

14th December 2018

Dear Parents and Carers

As Principal, my number one priority is for the well-being and safeguarding of the community of Our Lady's School. To this end, I would like to clarify the systems for dropping children off at the beginning of the day.

The school opens at 8.50am. Children should report directly to their class and avoid playing on the playground or trim trail. It is our expectation that KS2 children should be left by the entrance to their classroom to make their own way into class. We do this in order to promote independence. We offer a supervised drop off area at the front of the school from 8.40am where your child can be left with an adult and then escorted to their class.

If you feel you need to pass on a quick message to the class teacher or teaching assistant please do so but if you need to discuss a specific matter a separate time will be made for this. Once children are in the class, the teacher is responsible for the children's safety and learning. This can often prove difficult if staff are expected to have informal meetings with parents. If you do wish to speak to the class teacher please contact the office and an appointment will be made. Alternatively teachers use electronic communication such as class dojo or email and can be contacted through these.

Safeguarding protocols stipulate that only staff and signed in visitors are allowed on site after 9.05am. If, for any reason, you are late to arrive with your child, simply report to the main office, we will sign the children into the late register and take them to their class.

Over the course of the coming weeks we shall be carrying out safeguarding reviews of drop off time and will feedback to parents what we find and any changes we will make to ensure the safety of the school community moving forward.

Finally, if you have a concern about any incidents between your child and another, please report this directly to the class teacher. It is not acceptable for the parents to speak to another child about the incident.

After Christmas, we shall be carrying out a review of the School Partnership Agreement and we will be inviting parents to take part in the consultation process. Thank you for your continued support with this matter. May I take this time to wish you a happy Christmas and I look forward to seeing you all in the New Year.

Best wishes

Rob Meech
Principal