

## **Important notice**

### **SAFEGUARDING**

Dear Parents and Carers

Following visits from Ofsted and the local authority, it has become necessary to update some of our procedures with relation to the start and end of the school day and we need your support for the safety of your child.

The new arrangements from Tuesday 26<sup>th</sup> February will be as follows:

#### **Parents and carers of children in Years 1-6:**

Please can children enter the school via the front door from 8.45 as usual, but we do ask that the children now go into school without support from parents/carers. The door will be open until 9.00 and after this time, your child will be marked as late.

#### **Parents and carers of children in the Busy Bees class:**

Please drop your child off at the entrance you currently use into the care of their class teacher. Again, in order to support the recommendations from Ofsted, parents will no longer be able to enter the school building at this time.

Children will go to the cloakrooms to hang up their book bags and coats and will go to the playground to take part in Wakey-Shakey. At 8.55am the whistle will be blown. The children will line up in their classes and go into school with their teacher. There will be no parent/carer access through or into the school building at any time and you are respectfully asked to support us with this.

If you need to pass on a message to your child's teacher, there will be a member of staff on the door who will pass it on, or alternatively make an appointment. If your child has any letters or money to hand in to the office, we ask them to be passed onto their class teacher. All money needs to be in an envelope with the child's name, amount and the purpose clearly written on the front.

These measures are for the safety of your child and to ensure that all children are having a prompt start to the school day, maximising teaching and learning time.

At the end of the school day, please refrain from entering the school building until all children have left and then a member of staff will allow you to go into school if needed.

The local authority has agreed to alter the entrance into the school and building work will take place over the Summer break. The office is temporary being moved into the staff room, for the remainder of this academic year.

The new procedures comply with statutory safeguarding requirements. The safety of your child is paramount to us and we look forward to working with you and thank you for your continued support.

Yours sincerely

Mrs S Gray

Headteacher

Mrs L Simpkin

Chair of Governors