

30<sup>th</sup> April 2015

Dear Parents/Carers

The safety of our pupils is of the utmost importance to us, and due to safeguarding regulations no adult should have access to the school building without being signed in at the main office.

Therefore, please would all parents leave their child/children to walk through the school to their classes on their own each morning. Reminder signs have been put up around the school asking parents to leave their child/children to come into school independently. If you do have a child in both key stage one and two please allow your older child to make their own way to their class before accompanying your younger child to their classroom's external door. If parents wish to see their child's class teacher at the end of the day, this should be via the front office, unless invited in by a member of staff.

If you do need to speak to your child's class teacher, please ask the school office to make an appointment.

We hope you will support us in this important safeguarding issue and thank you for your co-operation in this matter.

Yours faithfully



K Lee  
Head Teacher