



Head Teacher: Mrs D Cross

School Number 840 3087

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Dear Parent/Carer

10th October 2024

I am writing to ask if you could please ensure that any message regarding a child is given via the school office either in person or by telephone. If you need to speak to your child's class teacher this should be done on the yard or via the fire door onto the yard if the teacher is available. Please bear in mind that teachers are often on their own supervising and responsible for a large number of children first thing on a morning and may not have time for a detailed conversation.

We also have Class Dojo as a communication tool for parents and teachers to keep in touch.

No adult should be entering the school at drop off or collection time as this is a safeguarding breach, and I appreciate you understand that safeguarding and keeping your children safe is our first priority. It has been brought to my attention that over the last couple of weeks a few parents have just walked into the school building without anyone being aware of this as they have entered through the doors which are open for children to access their learning zones.

Please be assured that our office procedures ensure that all messages are passed to the relevant member of staff immediately. Thank you for your help and understanding in this matter.

Yours sincerely

Mrs D Cross

Mrs D Cross
Head Teacher

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