

Dear Parents/Carers

I hope that you are enjoying the nicer weather and making the most of the sunshine!

I am writing to you to remind all parents and carers of the expectations when visiting our school site. As you know we are a community school which means by its nature we have many visitors come into the school during the day. It is absolutely essential that all adults on site make sure they go to the correct place in the school to meet their purpose.

- If visiting the Dart Centre or the Leisure Centre, visitors should go straight there.
- If picking up a student for an appointment, taking them out of school for a prearranged visit or picking up a student who is ill, the parent/carer should go to First Aid, situated close to the reception.
- If you are dropping off forgotten items, these can be taken to reception.
- When arriving for appointments, parents/carers **must** go to reception and speak to the receptionist.
- You must make an appointment if you wish to see any member of staff.

If you arrive at reception wanting to see a member of staff, without an appointment, you will be asked initially to make an appointment and return at that time, it is very likely that the staff you may need to see are teaching. It would be worth calling before you head to the school to book a time to see someone.

Under no circumstances must any adult, parent/carer venture anywhere else on the school site to either talk to their own child or to approach any other students, for any reason. Should any adult approach a student on the school site it will be considered a safeguarding concern and may result in the school taking action with regards to access to the site in school hours.

The overwhelming majority of adults that attend the school site do so appropriately and often compliment the atmosphere in the grounds and the politeness of the students. This letter is just a reminder of the expectations for all.

Yours sincerely,
Mr M Chance