

September 19<sup>th</sup> 2019

Dear Parent/Carer,

Thank you for your support in Key Stage 1 with the change to the morning routine arrangements. From a classroom perspective, this has been a positive change which is developing the children's independence and allowing a smooth, calm start to the day.

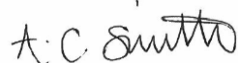
We are aware that the adults meeting and greeting children can be busy speaking and we therefore need a system for important messages to be passed on. Can we please ask that you write a short note for the teacher which your child can give to an adult as they enter the classroom. The messages might relate to a different adult picking the child up at the end of the day or that your child has been feeling unwell at the weekend but seems well enough to return to school etc. We have attached a template format but a post-it note or other piece of paper will be fine.

Could we also ask that if you have any concerns regarding children or families that are in our care to speak to a member of school staff as part of our school safeguarding procedures and systems. Although any information relating to safeguarding and child protection is confidential, adults in school would be able to respond to any concerns in the appropriate way to ensure the safety and welfare of a child.

We would appreciate this sensitive information being passed on to a school member of staff rather than the use of social media to air concerns amongst parents and carers.

We take all safeguarding concerns seriously and will respond promptly and professionally.

Kind regards,



Amanda Smith (Headteacher)