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## Safeguarding update

Dear Parents/Carers,

As we are sure you are aware, safeguarding our children is an important part of school life at Horsford CE VA Primary School. All members of staff take part in annual safeguarding training and rigorous systems and expectations for your children and other members of the school community are in place. The training update this year has highlighted some concerns for the safety of our children at the start and end of the school day, so after discussions with our Executive Headteacher Mrs Best-White, we have made a number of changes to some historical routines which we would like to make you aware of.

### Meeting teachers before school

As you know, we operate a “soft start” to the day whereby children may be dropped off from 8.40am to allow parents with children on both sites to get them to school on time (school starts at 8.55am). In order for us to ensure that all children are safe, teachers therefore need to be in their classrooms at 8.40am. With this in mind, the **teachers will no longer be available to meet with parents before school starts**. Instead we are asking parents to make an appointment if they need to see a teacher. Teachers will be available between 3.30 and 3.45pm Tuesday-Friday each week. Please ring the school office (897938) or email ([finance@horsford.norfolk.sch.uk](mailto:finance@horsford.norfolk.sch.uk)) if you need to make an appointment or have an urgent message to be passed to the teacher. Please address any emails FAO the class teacher’s name.

### Access to school car parks

In line with our Holt Road site, we will no longer be allowing parents access to our staff car park at Mill Lane. This is a decision we have sadly had to make due to the number of safety issues that have continued to occur despite reminders of how to use the car park. If you are a disabled driver, please make contact with the office so we can discuss how we can ensure you have the appropriate access.

Parents accessing our Mill Lane site

From Monday 30<sup>th</sup> September, parents will no longer be allowed access through the pedestrian gates onto the playground. The children will need to be dropped off at the gates and walk themselves into school, a member of staff will be supervising the safety of the children at this time. **If parents need to visit the school office they can access it by using the pedestrian walkway to the right of the school.** This system will apply at the end of the school day also. Please note, the school gates will only be opened at 8.40am, it is your responsibility to ensure your child is safe before this time.

We understand this is a big change for parents, children and staff alike. We hope you understand the safety of the children is paramount in our decision making and would like to thank you in advance for your support.

Yours sincerely



Tanya Kirton & Kirsty Anatola  
Heads of School  
Horsford CE VA Primary