

Manor Farm Community Junior School



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Headteacher: Andrew Sierant

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Dear Parents

Safeguarding is a very important aspect of school life. As Headteacher, I have responsibility for all aspects of safety and well-being for the pupils and the staff.

Most of our safeguarding is managed through the procedures and practices we have in place. Recently, I have been reviewing the procedures we use across the school and have identified an area we need to tighten up on.

Each morning, we have a growing number of pupils and parents who come into the school through the front door. At times this causes congestion, and at times chaos in reception. As we do not recognise every single adult who comes into the building we are not totally certain who is entering the school.

To improve this situation, no pupils should enter the school building through the front door, but should go directly to the playground once the school gates are opened from 8.35am. You are welcome to accompany your child through the gates and onto the playground.

At present, we allow pupils attending a morning club, or additional learning groups, to enter through the front door. This can continue. We also currently have pupils come through the front door to change or return library books. We are no longer opening the library first thing in the morning, but instead will allow pupils to change or return books at break times or after school on a Thursday.

I appreciate that there are times that you wish to speak to your child's class teacher. All staff go out onto the playground at 8.45am. You can speak briefly to a staff member at this time. If you wish to have a longer discussion, **please** make an appointment. We have had a few situations where a parent has confronted a member of staff in a classroom before school and in front of other children, which is not an acceptable way of addressing concerns. I draw your attention to our statement at the front of the school and to our school ethos which asks for everyone in our Learning Community to behave with 'care, courtesy and consideration' towards each other. Staff have a lot to do in a morning to prepare for the school day and prepare the classroom for every pupil they are teaching.

Additionally, we need to know of any time a parent/adult is in the building and therefore, to comply with health and safety regulations, you must go to reception and sign in the visitors book.

If you feel you need to talk urgently about a concern, I try to accommodate an instant meeting with you whenever I can, or a meeting with my Deputy, Mr Cook. The majority of you are doing this and I thank you.

After seeing your children onto the playground, please leave the premises through one of the school gates and not by walking through the school building or the school courtyard. The gate into the courtyard is now being locked to improve safety.

There will be times when you may need to drop off medicines, forms, money or have general questions. Please do this, after taking your child to the playground, by going to reception via the front door, or after your child has lined up and gone into their classrooms.

The intention of these changes/reminders is to try to improve how we operate as a school and address safeguarding issues. Your co-operation with this approach will be a great help and I thank you in anticipation.

Yours sincerely

Andrew Sierant
Headteacher