



Cusgarne School
Cusgarne
Truro
TR4 8RW

Tele 01872 863563

Executive Headteacher: Karen Middlemore
Acting Head of School: Tim Barnard

20th April 2018

Dear Parents,

A recent safeguarding audit has highlighted the need for the school to adequately manage and control the access that visitors have to areas of the school. This means that parents and visitors should not have free access to classrooms and areas of the school other than Reception. I am sure that you will appreciate that schools have a responsibility to ensure that all visitors are signed in and out of Reception and that visitors should not be allowed to walk around the school without being accompanied by a member of staff. We have in the past, and stipulate now, that parents are requested to drop children off in the school playground in the morning, so they enter school with their peers. If you are late arriving, then please leave your child in Reception – they are all extremely familiar with the school and able to make their own way to their classrooms and to hang up their coats etc. Experience has also shown us that children actually settle into their day more quickly if parents are not at their side.

At Cusgarne we have always valued the open relationship we have between staff and parents, and we do not wish that to change – class teachers are always happy and available to speak with parents about an issue – please speak to a member of staff on playground duty, or Mrs Holmes in Reception. If the matter is urgent, they will find the class teacher and bring them out to speak with you, alternatively if it is not urgent then they will pass the message on to the class teacher who will arrange a convenient time to meet with you.

If it is necessary for you to collect your child early from school or an after school club, please advise Mrs Hall, who works in Reception until 4pm, on your arrival - she will collect your child from their classroom or the club and bring them to Reception, along with their coat and book bag etc.

Please be assured that this policy is not to discourage you from speaking to your class teacher, but to ensure that we are fulfilling our safeguarding responsibilities and protecting our children. It is important that we meet current guidelines and expectations, and failure to do so could have significant consequences for the school.

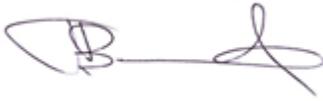
Email: secretary@cusgarne.org
www.cusgarne.org



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Cornwall PL25 4FD

If you wish to discuss this with me, please book an appointment to see me.

Kind regards



Tim Barnard
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