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| **DATE** | **SUBJECT** | **YEARS APPLIED TO** | **REFERENCE** | **REPLY**  **YES / NO** |
| **03.05.2019** | **Change of morning Routine** | **EVERYONE** | **SUMMER05** | **NO** |

Dear Parents and Carers,

Several families have spoken to me regarding the changed morning routines, which formally began April 23rd, following the letter sent out before the Easter holiday.

Every year, all schools have a safeguarding review to assess whether there are any elements of risk posed by the school site and school routines.  Our School Improvement partner was concerned about our morning routines as having such a broad open door policy meant that anyone could gain access into the school building.

In December, the Health and Safety group came out to assess the school site with governors and made their suggestions, leading to the new fencing and proposals for the front hedge. In March, Local Authority Safeguarding officer visited school to complete a Safeguarding Audit of the School site.  Her report was seen by OFSTED and the resources committee of the governing body.

As a result of both audits, before Easter we put two staff on the yard to monitor the gate and supervise play.    After Easter, we had to complete their advice, by locking the pupils entrance door.  The office door remains open so parents can see Mrs Gray as before and therefore parents will know where she is.

The Early Years door will remain open; however parents won’t be able to access Mrs Gray via the hall as before.  This is to ensure that we know who is on site at all times, and where any visitors are (Health and Safety concern).

It is a sad indictment of our times, however it does ensure that all the children are completely Safe.    We are endeavouring to be as open as possible within the restraints we have to work.   I am sure that you want us to have the safety of all children, and adults, at the heart of our routines.

Yours faithfully,

H Hughes

Headteacher