



# TROTTS HILL PRIMARY SCHOOL & NURSERY

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**Interim Headteacher:** Miss Colette Pidgeon  
**Interim Deputy Headteacher:** Mrs Sanjeet Shergill

28<sup>th</sup> April 2017

Dear Parents

If you are dropping your child off at either breakfast club or dance club, please use the group room/art gallery entrance and Mrs Donovan and her team will direct the children to the hall or keep them in the dining room.

If you wish to see a teacher, please drop your child off with Mrs Donovan and walk around the outside of the school to the appropriate classroom and knock on the door, where the teacher will talk to you. If you prefer, you can drop your child off at the main reception and Mrs Thomas or another member of staff will find the class teacher you wish to speak to.

Trotts Hill is a friendly school and we do not wish to change our ethos. However, safeguarding requirements are a priority for all schools. 'Wandering Parents' is a new term that has been shared by County Advisors to describe schools that allow parents to move around the building freely. It poses a safeguarding risk.

All adults who visit our school must sign in, wear a badge and be DBS checked or chaperoned. All parents are welcome in school, we just need to know who is in the building and where you are for fire safety as well as good safeguarding practice. For the same reason we have moved the lost property box to the front of the school so that parents can check for lost clothing in the main foyer. We are constantly monitoring our way of working with respect to safeguarding as we are duty bound to keep your children safe.

Yours sincerely

**Miss C Pidgeon**  
**Interim Headteacher**