



Reepham Primary School
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2nd Feb 2018

Dear Parents/Carers

Re: Access to the school buildings

Unfortunately, despite regular reminders in our newsletter, many adults are coming into the school building through the back doors at the beginning of the school day. I must insist that this stops as it creates a safeguarding risk to our children.

Any adult who enters the building after 8.35am will be challenged, and asked to leave the building. With the exception of the Reception class, we expect children to come into the school independently with their class when the bell goes. If you feel your child is not able to do this, please come and talk to me.

If you need to speak to your child's teacher urgently about something which may affect your child on that day, please come in to the office before 8.40am. If you need to speak to your child's teacher for any other reason, catch them on the playground after 8.40am to make an appointment. If you are unable to get to the teacher before 8.40am, please leave a message with our office staff, which will be relayed to the teacher at the first opportunity.

Also, after a few complaints, I am reviewing the use of the school premises by children and parents after 3.15pm. My aim is to ensure that children at school clubs and those using the Reepham Rascals after-school club are safe and secure. Please let me know if you have any views you would like me to consider before I reach a decision.

Kind regards,

Catherine Ogle.

Catherine Ogle
Head of School.
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