



INVESTORS IN PUPILS

Three Lane Ends Academy

“Learning Together”

Headteacher Miss K Greatorex

Methley Road, Castleford, West Yorkshire WF10 1PN

Telephone 01977 524483

email: headteacher@tleacademy.co.uk



INVESTORS IN PEOPLE

3 May 2017

Dear Parents

It is with regret that I write to inform you about the necessary changes that have to be made to our current Morning Work time.

We know that Morning Work has been greatly valued by many parents and staff members over the past 20 plus years. However, as a result of the raised emphasis on Safeguarding children, we have no choice but to change our current procedures. This is as a result of the doors being left open for 15-20 minutes every morning – in theory allowing anyone to enter the building and therefore having access to children. The other issue is Fire Safety. During Morning Work time we do not have a record of the children/parents in the building. Although no incidents have occurred, and indeed are very unlikely to occur, we still have a responsibility to change our systems in order to meet Safeguarding and Safety requirements.

The last thing that we want to do is to stop parents from working with children and/or spending time in school but from Monday 15th May 2017, we will no longer be able to allow children to be accompanied into school on a morning. The entrance doors will open at 8.50am (8.45am and 12.15pm for Nursery) for children to go directly to their cloakroom and then into the classroom for registration. A member of staff will be outside of every entrance each morning with a clipboard –if parents have any messages for staff, questions or queries, they should speak to this allocated staff member.

May I remind you that if the doors are closed (after 8.55am), entrance to school will be through the main entrance only.

For families attending the morning Book Club, entry will continue to be through the entry door off the Key Stage 2 playground from 8.25am. Mr Jex will have a log for parents to sign in. Parents and children should then go directly to the hall – there will be no access to classrooms. Families will need to exit the Book Club through the same door and sign out by 8.50am.

At hometime parents should wait outside of the relevant entrance door in the playground. In Nursery, Reception and Key Stage 1, the children will line up with a staff member at each door. Please acknowledge the staff member with a wave so that your child can then be released to you. In Key Stage 2, parents will need to wait outside the relevant entrance for children to exit their door.

Due to the new systems, we will endeavour to find new ways to invite parents into school on a regular basis to be involved in the children's learning, such as to work with children in selected lessons, parent workshops and exhibitions.

Once the new system has begun, if you have any questions or suggestions, please do not hesitate to contact me. Thank you for your ongoing support.

Yours sincerely

Miss K Greatorex
Headteacher

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