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Dear Parent/Carer,

Please can I remind all parents and carers that due to safeguarding procedures, you are not allowed to enter the school building via any entrance other than the front office, and once signed in by Tracey.

On occasion, we may invite a parent into the main school but this would only happen if they are accompanied by a member of staff who knows them.

No parent or carer should ever take their child into class, unless this is part of an agreed plan and authorised by myself, as Designated Safeguarding Lead (DSL).

Thank you for your understanding.

Kind regards,

Maggie