



ABBOT'S LEA SCHOOL

Headteacher: Mrs Ania Hildrey, FCCT, B.Ed(Hons), M.Ed, NPQH, NPQEL



16 May 2025

Dear Families

Ref: Safeguarding and visitors

At Abbot's Lea School, the safety, dignity, and wellbeing of our students and staff is our priority.

Whilst we welcome visitors (including families) to the school for a range of reasons, clear protocols regarding any such persons in site must always be followed to ensure our students' and staff' safety.

As such, we would like to remind all families of our expectations around site access and visitor conduct during the school day.

Transport provision and drop-off/collect visiting

We kindly ask that once you have dropped off your child for their day or their intervention session, you "hand them over" to a staff member and leave the school site and grounds promptly. This includes needing to move your vehicle offsite as swiftly as possible please. Drop-offs and pick-ups should be timely and carried out from designated areas only (as directed by the staff on transport duty).

Assemblies, coffee mornings and special celebration events

We frequently host events open to families and friends. During those, please report to Reception (located in The House), sign in and remain in the waiting area, as directed by our team. Please refrain from using mobile phones, loud conversation and please do not take any photographs or recordings. When directed to proceed to the planned activity, please ensure that you follow directions given and not divert from the activity/location.

Expectations during other occasions and circumstances

For safeguarding reasons, families are not permitted to wait on site or around the school grounds during their child's attendance at school. This applies also to any part-time timetabled activities; please do leave the site and return to collect your child at an agreed time.

We thank you for your continued cooperation and understanding. If you have any questions or require further clarification, please contact the school office. If you have a safeguarding concern, please do raise it with any member of the Safeguarding Team via st@abbotsleaschool.co.uk

Yours sincerely

Mrs E Tobin
Deputy Headteacher (Designated Safeguarding Lead)