



# RICHARD de CLARE

## Community Academy

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Dear Parents/Carers,

Thank you all so much for making me feel so welcome during my first week at Richard de Clare. The children have returned to school eager to learn and I have seen some fantastic learning happening in the classrooms.

I am sure you will agree that keeping your children safe is a priority for us. We are therefore trying to make the site as secure as possible. We have now realised that in the past, parents have been allowed to come in to school at the beginning and end of the day. We need to know all adults that are on site and therefore please can I ask that you come into the school via the reception. If you need to pass on a message to your child or your child needs help to get to class then we can help you with this at the school office.

As this was a safeguarding concern we had to act immediately. Please do come to reception in the morning if you need any help or advice. All school gates will shut at 8:50AM and if for any reason your child is late, please come to the front gate and make your way to the school office so we can register your child.

Please contact me if you have any questions and I hope we can all work together to keep your child safe at school.

Yours sincerely,

Ms K. Riddleston

Head of School



***'Dream big, work hard, believe and achieve'***

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