



ROCKLIFFE MANOR
PRIMARY SCHOOL

Headteacher: Nancy Cook
Bassant Road, Plumstead, London SE18 2NP
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Thursday 26th September 2024

Dear Families,

RE: Access to the school building

At Rockliffe Manor Primary School, we remain committed to ensuring the safety and wellbeing of all our children. We appreciate the support of our parent community as we continue to strengthen our safeguarding processes and uphold a secure environment.

We have come to reflect on our processes at the beginning of the school day and at home time, and have found that there has been an increase of adults accessing the school building for a variety of reasons; lost items, to speak with the school staff, take children to classrooms or to access the office. We would like to remind you that all adults should only enter the school building with a member of staff. This helps us ensure that we know who is in the building at all times, a key component of our safeguarding policy.

As a further reminder:

- Unless prearranged with a member of the senior leadership team, all children should enter through the main playground. The gates open at **8.40** in the morning and close at **9.05**. In the afternoon the gate opens at **3.05** and closes at **3.30**.
- Should you be running late, and arrive after the above times, please come to the main office, this will be where your child is let through the doors and taken to class, if assistance is needed. If this is at home time, your child will be brought to meet you at the office.
- For the day to day practise, all parental access to the school building must be through the main office, here a lanyard will be provided after signing in. There will be some variations to this when a parental engagement session is held, such as family stay and learns, parent meetings and coffee mornings. Communication advertising these will share the access arrangements.
- All classrooms are accessible from external doors, should your child feel reluctant to separate from you in the morning, this should be the classroom door you walk your child to, again this is to minimise the need for anyone to enter through the main school building.

The link corridor and the hall should not be accessed unless accompanied by staff. We have put these measures in place to ensure that our safeguarding standards remain robust.

We understand that you may need assistance at times, and we encourage you to speak to staff on the playground if necessary. They are available to help with any concerns or needs you may have regarding accessing the building.

Rockliffe Manor is a wonderful community which feels like a family, and we want all of our parents/carers to feel welcome to come into school and talk to staff at any time, while also being reassured that our safeguarding policies are being tightly followed.

Inspire Partnership Academy Trust
Chief Executive Officer – Robert Carpenter
Registered Office – Sandbach Place, London SE18 7EX
Registered in England Company Number – 10421212





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With best wishes

A handwritten signature in black ink, appearing to read 'Nancy Cook', followed by a small dot.

Mrs. N Cook
Headteacher

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