



Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
Tel: 01483 561323



E-mail: office@queen-eleanors.surrey.sch.uk
Head of School: Jo Davies
Executive Head Teacher: Louise Johnson

17th September 2019

Dear Parents/Carers,

Important safeguarding information

There are a number of concerns regarding the welfare of the QE children that have come to our attention since the beginning of term that we feel need to be addressed.

- If your child is to be collected by anyone other than his or her regular parent or carer, it is essential that you inform the school office. This applies to both school finishing time at 3.15pm AND after school clubs. If the office or class teacher have not been informed of this change, your child will not be released until we have consent via telephone from the child's primary caregiver. Please consider this when arranging play dates for your child.
- At NO time of day are parent/carers permitted to enter the school building unaccompanied. Should you need access to the school for any reason, please come via the office where you will be signed in or accompanied where appropriate.
- Parents/carers are not permitted to drive their vehicles onto the school premises at any time. This includes dropping off for before school club and picking up for Hoptune after school care. There have been several near misses in the past week between parents and staff members either entering or exiting the school grounds. There are plenty of parking spaces at these times on the roads outside of school.

Whilst we wish to maintain a friendly and welcoming environment, we trust that you will understand our need to adhere to the above strict guidelines in order to ensure the wellbeing and safety of all the children and staff.

We thank you in advance for your cooperation in this matter.

Kind Regards

Mrs Davies
Head of School

www.queen-eleanors.surrey.sch.uk