

Ransom Road
Woodbridge
Suffolk
IP12 4JX
Telephone: 01394 385720
mail@farlingaye.suffolk.sch.uk
www.farlingaye.suffolk.sch.uk

30th September 2022

Dear Parent/Carer

In September 2021, I wrote to all parents and carers regarding the procedures that we use in school to provide access for family members to sports events taking place on the school site. As we now have a new group of parents and carers, and as we have recently had a small number of queries from family members regarding our procedures, I would like to reissue the information provided last year. Please see below in order to find how you can access sports events on the school site, and to see an explanation of the reasons for the implementation of these procedures. Please note that our PE and reception staff will implement the procedures described because this is what they have been asked to do, and so I would ask that members of the school community do not challenge them on their actions. If you do have any comments or concerns about these procedures, please direct these to me via email. I will ensure that you receive a considered response.

The reason why we cannot allow families to have free access to the school site to watch sports events is that, from a safeguarding perspective, having unsupervised and unidentified adults walking around the school at a time when students are still on site is highly problematic. This is not because we have had any specific incidents of concern. I can assure you that we have not had any such incidents. However, it is part of our safeguarding duty to manage risk and to make sure that the site is as safe as possible for all of our students at all times. This involves us having secure knowledge of which adults are on site at any time, and knowing where they are and what they are doing.

The protocol we will use from now on will be as follows:

- The families of students involved in school sports events can come onto site without invitations
- All those attending events will arrive **between 3.45 and 3.55** on the day of the event. Family members should not arrive earlier than this, as their arrival will clash with the end of the school day and the exit of students and staff
- All family members attending a school event must go to reception on their arrival
- All family members will be signed in at reception and then taken as a group by reception staff/senior staff to the area of the school where the event is taking place. They will then be supervised by the PE team
- Once in place to view the event, family members must not leave this location to move around the site unless directly supervised by a member of staff
- All family members attending the events must behave in a supportive and reasonable manner, being respectful to all students, staff and officials.

Please note that the PE team will- at times- invite groups of families to key fixtures.

I hope that all of the above is clear, but – if you do have any questions – please contact me at Farlingaye.

Yours sincerely,

Dr A Sievwright
Headteacher