



RJ/TLT

4th December 2024

Dear Parents/Carers

Important information for all visitors to our schools

I have attached a document that has been agreed and shared from Tandridge Learning Trust and is applicable to all schools within our Trust. This information will be shared with all visitors on arrival to Tatsfield School and I am sharing it with our parents.

We are very proud that our school community is generally positive, friendly and welcoming, but on rare occasions, situations occur that are not courteous and do not comply with our expectations or school values.

As the Christmas Fair is taking place on Friday, I ask for all parents and carers to be mindful of this information when on school site. Although the Fair takes place at school, it is taking place outside of school hours and parents are responsible for their children during the event. I am therefore asking for parents to:

- speak to their children to remind them of behaviour expectations (verbal and physical) when at the Christmas Fair
- ensure they supervise their children at all times during the Fair
- communicate with school staff in a calm and polite manner if there are any situations where a child's behaviour has caused concern

I am very aware that the guidance in this document is already followed by so many adults in our school community, but hope this reminder helps enable the Christmas Fair and future events run positively and successfully for all.

Best wishes

Rachel Jewitt
Headteacher

Important information for all visitors to our schools

All Tandridge Learning Trust (TLT) schools warmly welcome parents, carers, and visitors.

Our commitment is to provide a safe, inclusive, and respectful environment for our entire school community, including pupils, staff, and visitors. Your cooperation in maintaining this positive atmosphere is essential and greatly appreciated.

As adults, we all play an important role in modelling polite and respectful interactions, even in difficult or potentially emotional situations. Our staff are here to support and listen to any concerns you may have regarding the wellbeing or development of your child. We strive to treat everyone with respect and courtesy, and we ask you all to do the same in return. If you have any questions, concerns, or feedback, we encourage you to communicate these calmly and constructively. Please be assured, we will make every effort to address any concerns thoughtfully and with care.

To ensure the safety and comfort of everyone on our premises, we also operate a strict zero-tolerance policy towards any aggressive or abusive behaviour. This includes, but is not limited to, personal or threatening comments, use of offensive language, physical contact, and any aggressive gestures. Visitors who engage in such behaviour will be asked to leave the premises immediately. In serious cases, we may involve the police to ensure the safety of all.

Thank you for helping us to maintain a welcoming and safe environment in all our schools. By demonstrating respect and kindness, we create a positive atmosphere that enables our entire school community to thrive. We appreciate your understanding, cooperation, and continued support.