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**THE HART  
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RSA/SLE

4 June 2024

Dear Parents and Carers

**Re: An important change regarding access to our school site**

We hope you have had a lovely relaxing half term. I would like to inform you of an important change regarding access to our school site.

Starting **Monday 10 June 2024**, there will be no access to the school premises for unannounced visitors, including parents and carers, **during the hours of 8:30 a.m. to 3:30 p.m.** without a pre-arranged booked meeting.

Given the open nature of our school grounds, once individuals are inside, it becomes challenging to ensure the safety and security of everyone present. Therefore, we are implementing these access restrictions to prioritise the safeguarding of our students and staff.

We kindly ask for your cooperation in ensuring that your child(ren) have all the necessary equipment with them when they leave for school each day. This will help to minimise unnecessary trips to the school grounds and further support our efforts to maintain a safe environment.

To facilitate necessary communication and meetings, we wish to remind you of key pastoral contacts details below. Please use these contacts to book any required appointments:

| Year Group        | Head of Year   | Student Support Officer  |
|-------------------|--|--|
| 7                 | <a href="mailto:emily.knight@hartschool.org.uk">emily.knight@hartschool.org.uk</a>   | <a href="mailto:nicola.bugler@hartschool.org.uk">nicola.bugler@hartschool.org.uk</a>   |
| 8                 | <a href="mailto:marisa.hibberd@hartschool.org.uk">marisa.hibberd@hartschool.org.uk</a>   | <a href="mailto:joanne.merrien@hartschool.org.uk">joanne.merrien@hartschool.org.uk</a> |
| 9                 | <a href="mailto:katie.trigg@hartschool.org.uk">katie.trigg@hartschool.org.uk</a>   | <a href="mailto:sally.burns@hartschool.org.uk">sally.burns@hartschool.org.uk</a>       |
| 10                | <a href="mailto:danny.ryan@hartschool.org.uk">danny.ryan@hartschool.org.uk</a>   | <a href="mailto:bex.kirby@hartschool.org.uk">bex.kirby@hartschool.org.uk</a>           |
| 11                | <a href="mailto:lisa.cockbill@hartschool.org.uk">lisa.cockbill@hartschool.org.uk</a>   | <a href="mailto:vicki.godridge@hartschool.org.uk">vicki.godridge@hartschool.org.uk</a> |
| Sixth Form        | <a href="mailto:victoria.carter@hartschool.org.uk">victoria.carter@hartschool.org.uk</a> or <a href="mailto:ben.brennan@hartschool.org.uk">ben.brennan@hartschool.org.uk</a> |  |
| SEND              | <a href="mailto:louise.taylor2@hartschool.org.uk">louise.taylor2@hartschool.org.uk</a>   |  |
| Safeguarding Team | <a href="mailto:safeguarding@hartschool.org.uk">safeguarding@hartschool.org.uk</a>   |  |
| Attendance Team   | <a href="mailto:attendance@hartschool.org.uk">attendance@hartschool.org.uk</a>   |  |

We understand that there may be times when visiting the school during these hours is necessary. In such cases, we ask that you arrange an appointment in advance through the school office/year team where we will be more than happy to assist you and ensure that your visit is accommodated in a manner that does not compromise our safeguarding efforts.



We greatly appreciate your cooperation and understanding as we implement this change. Our top priority is the safety and education of your children.

If you have any questions or concerns, please do not hesitate to contact the school office at 01889 802440 or via email at [enquiries@hartschool.org.uk](mailto:enquiries@hartschool.org.uk) .

Thank you for your understanding and support.

Yours sincerely

A handwritten signature in grey ink, appearing to be 'R Sandham', written in a cursive style.

Miss R Sandham  
Principal