

# The Harefield Academy

*Achievement through Active Learning*

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Principal: Tash Moriarty BA PGCE



10<sup>th</sup> June 2016

Dear Parent/Carer

## Safeguarding Students after School Hours

I am writing to notify all Parents and Carers about the rules for students after the school day finishes at 2.30pm.

It is imperative that all students leave The Academy after school at 2.30pm unless they are attending a timetabled lesson, Enrichment Club or attending a catch up session. In such cases, students will have permission to attend these activities and they will be supervised by staff.

Students who are not attending a timetabled lesson, Enrichment Club or catch up session will be expected to leave The Academy site at **2.30pm**. Please be aware that after **5.00pm** the site is taken over by an external lettings company, F.S. Sport, therefore, we are unable to guarantee the welfare and safeguarding of students who remain on site.

Thank you in advance for your understanding and support with this important safeguarding procedure.

Yours sincerely

**Mrs H Timmins**  
**Assistant Principal**