



**St Hugh of Lincoln RC Primary School**

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Head Teacher: Mr M. Mountcastle

Wednesday 12<sup>th</sup> October

Dear Parents/Carers of EYFS Children

I wanted to write to you regarding an incident this morning which occurred as the children lined up. I cannot go into too much detail but I need to stress that it has been taken very seriously and action has been taken. The most important factor is that our children are safe and feel protected at school and I can assure you every step has been and will be taken to ensure this is the case.

Behaviour of this type is completely unacceptable and regardless of complaint or concern there is a cordial manner in which I expect all school visitors, children, parents and staff to be treated.

If you would like to discuss this further please do not hesitate to contact me and I look forward to your continued support.

Yours sincerely

M Mountcastle

