



Luxstowe, Liskeard, Cornwall, PL14 3EA  
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Headteacher: Mr D Wendon

12<sup>th</sup> December 2025

Dear parents, carers and families,

The safety, security and welfare of everyone in our school community is of the utmost importance to us and we constantly review our provision to ensure we meet the highest standards.

This year, schools across the UK will be expected to meet additional security and safety requirements to ensure the safety of students, staff and visitors.

As a result of this, we have recently reviewed the systems and procedures for visitors in the **Reception** area of school. Please note the following changes and updates:

- In future, we will only be able to sign in visitors who have a pre-booked appointment.
- Appointments should be requested in advance either by contacting the relevant staff by email (key contact details are on our website) or by emailing [enquiries@liskeard.net](mailto:enquiries@liskeard.net)
- Reception staff will unfortunately be unable to book appointments from 'walk-in' visitors or make immediate appointments to see staff.
- We will regrettably be unable to accept visitors delivering items or personal belongings being delivered to students during the school day. As a school, we want to encourage students to take responsibility for bringing all the equipment, food and uniform items they may need each day. In addition, we have systems and resources in place for students if they do require additional help or equipment during the day.
- If there is an urgent requirement to deliver items for students during the day – for example medication – parents and carers should contact Reception to book an appointment to do so before coming to Reception
- We are unable to issue any medication to students unless it is provided by parents in its original packaging and is accompanied by a medication permission form. This form is attached to this message.

Please do not hesitate to contact the school if you have any questions.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Dan Wendon', with a long horizontal flourish extending to the right.

Dan Wendon  
Headteacher