



LALEHAM LEA

Catholic Independent School

29 Peaks Hill
Purley
Surrey
CR8 3JJ

Telephone: 020 8660 3351

enquiries@lalehamlea.co.uk
www.lalehamlea.co.uk

Welcome to Laleham Lea School

Dear Visitor

We would like you to have a comfortable and enjoyable visit to the school. Please read the following important information.

Entering the School

No guest vehicles are allowed through the gates of the school. There is generally sufficient parking outside of school drop off and pick up times, especially on Peaks Hill Rise.

Please ring the doorbell at the gate and one of our staff will assist with entering you into the building. You will be asked to sign the visitors' book and wear a visitor's badge. You may be asked for your identification.

If you have any disabilities that we need to know about to ensure your visit is successful please let the School Secretary know on secretary@lalehamlea.co.uk

Unknown Visitors

If you are not known to members of the school's staff you may be challenged politely to enquire who you are and what your business is on the school site. This is a safeguarding requirement and your patience and co-operation is appreciated.

Safeguarding

Please note that the use of mobile phones is not permitted on the school premises unless in an emergency, any calls must be made in the Administration offices only.

Offensive language, threatening behaviour and smoking are banned on the premises and will not be tolerated.

Should you be concerned about the welfare of any of our students or staff please contact the Designated Safeguarding Lead (DSL) who is Mrs Katie Shah. She is available on kshah@lalehamlea.co.uk and on 02086603351. Our Deputy Designated Safeguarding Lead (DDSL) is Ms K Barry available on headteacher@lalehamlea.co.uk and 02086603351 or 07734742403, and is available during your visit in the Head Teacher's office. All safeguarding matters are treated in the utmost confidence.

Fire Safety

In the case of the fire alarm ringing please follow the instructions of the member of staff accompanying you on your visit. The guest assembly point for gathering in the case of hearing the fire alarm is on the grass semi-circle next to the main gate, and closest to the bus. Follow the fire exit signs to the nearest signed exit door. Please wait to be head-counted and follow the fire marshall's instructions at all times. Fire marshalls will have high-viz jackets. No-one may leave the premises until the Head Teacher has given her permission.



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Food Allergies and Intolerances

In the event that you are dining with us in our dining room please ensure you let the School Secretary know about any food allergies or intolerances in advance of your meal.

The School's Policies are on our website

- Accessibility Policy and Plan
- Child Protection and Safeguarding Policy
- Covid-19 School closure arrangements
- Fire Procedures Policy
- First Aid Policy
- Privacy Notice
- Visitors Policy

Welcome, and please enjoy your visit.