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Headteacher
Mrs C Gregory, B.Ed Early Years

Director of Teaching & Learning
Mr R O'Hearn, B.A Hon Primary Education

Friday 28th September 2018

Dear Parents/Guardians,

Collection Arrangements

As part of our safeguarding procedures, we would like to remind you of the following section in our policy;

- At the end of the school day (until children reach the age of 10), all year R, Year 1 and Year 2 children MUST be collected from the teacher by an adult/responsible person, at their exit points.
- It is the parent's responsibility to ensure that children know who they are going home with at the end of the school day.
- We do not allow children under the age of 10 to leave the school site unattended.
- We do allow Secondary school children to collect siblings after school if they are aged 13 or over.
- We do not allow our pupils to be escorted home by Yr5/6 children.
- We are unable to provide childcare after 3:15pm, even if it is for a few minutes. After 3:20pm all children will be taken to the main office, where a phone call will be made. This can be very upsetting for the children to wait during this collection period. You will be asked to sign your child off of the premises as it will be past the legal time of the school day.
- Please can we remind you that it is the parent's legal responsibility to make arrangements for children to be collected safely.
- Please ensure you provide your class teacher with a list of people who are collecting your child, if this differs on different days. It is important you check this has been passed on when your child moves up to the next year group.
- If your child is going home with someone else that is not on your list, can you notify your child's class teacher or a member of SLT on the Year 2 door. If your circumstance's have to change throughout the day, please contact the school office (023 80775057) who will notify your child's class teacher.
- Please do not be offended if we do not let your child go if we are unsure of who is present to collect them. If this happens we will give you (the parent) a quick phone call to check. This is not us being difficult this is safeguarding your child which is paramount to us. This will also happen for existing parents who we know, if we have not been told by the child's parent then we will still check.

We do not recommend children who are 10 years old walk home with younger children between October half term and Easter as the nights are quite dark.

Yours Sincerely,



Mrs Gregory
Head Teacher



Mr O'Hearn
Director of Teaching & Learning

