



6th December 2019

Dear parent / carer

Safe Collection of Pupils from School

Our children's safety is of paramount importance to us all. The end of the school day is a busy time, and our aim is to ensure children are dismissed carefully, under strict supervision, collected on time and arrive home safely.

Staff will release children at the end of the school day from their respective doors to a responsible person that is known to school.

If, as a parent or carer of a child at Calton Primary School, you make arrangements for your child/ren to be collected by another person, it is important that you contact the school office and inform the staff of these arrangements. The authorised person must be a responsible individual aged 16 years or over.

A password will be asked to be provided which the person collecting must also have in order to say to the member of staff releasing the child/ren from school.

Children will not be released to any person that is unknown to school or to another parent unless the school office has been notified in advance.

Any unknown person collecting children will be challenged by staff and permissions checked with the parent/carer. We will also check that children are happy to be handed over to these individuals and that they are known to them.

Thank you for your understanding.

Yours sincerely

Sarah Bunce

Head Teacher

Extract from the school Attendance Policy. Full version available on the school website www.calttonprimary.co.uk, about us, key policies