



St Oswald's CE VA Primary School

St. Oswald's Road, Hebburn, Tyne & Wear NE31 1HT

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Head Teacher: Mrs. H. Smith B.Sc. (Hons) NPQH

Dear Parents/Carers,

We are currently updating all of our pupil records and as a result of this ask for your co-operation with the two attached forms which **MUST** be completed and returned to school no later than Monday 7th September 2020.

As part of our safeguarding procedures we need to ensure that all children are dismissed to a designated adult and all contact details are up-to-date. Parents are asked to state a maximum of six designated adults who have the parental consent to collect their child/children. Parents are included within these numbers.

IT NEEDS TO BE MADE CLEAR THAT CHILDREN WILL ONLY BE DISMISSED TO AN ADULT WHO IS STATED ON THE FORM AS A DESIGNATED PERSON!!!

If nobody is available to collect a child out of the six designated people, the child will be cared for in after-school by the wrap around care team until a designated adult can get to school to collect. However, you will be charged £6 for this service as it is out-of-school hours and not a statutory requirement for the school to provide this. If a designated person still doesn't arrive for the child by 5:15pm, Children and Young People Services will be informed.

These forms will be updated on an annual basis however in extreme, exceptional circumstances when a change needs to be made you will need to make an appointment with Mrs Smith (safeguarding designated person for school) or Miss Pape (safeguarding deputy designated person for school) in order to do this.

Forms must be returned to school ASAP with up-to date telephone numbers. If numbers or address change the school office **MUST** be informed.

I make no apologies for the serious tone of this letter as my main role as Headteacher in St Oswald's CE VA Primary School is to ensure our children are safe and that is why this consistent, tight approach must be adhered to by ALL!

Thanks for your support!

Kind Regards,

Helen Smith
Headteacher