

Dear parents and carers,

Just a polite reminder please that if your child is going home with someone that is not you, and is a one off or ad-hoc arrangement and not part of the routine that we already know about, we would ask that you let us know by either writing a message in the planner, emailing info, leaving a telephone message or seeing the adult on the door in the morning.

If we have not had a message, we will call parents to double check the arrangement before releasing children.

It is our safeguarding duty to make sure that the children get home safely, and we have to pass this information on to staff that are delivering activity clubs after school who don't always know the adults.

We take safeguarding very seriously and our only goal is to make sure all children get home safely, and parents do not need to worry about where they are.

Thank you for your support with this.

Mrs K Thomas

Sent via

School Life