**\*\*IMPORTANT\*\*\*SAFEGUARDING\*\*\*IMPORTANT\*\*\*SAFEGUARDING\*\***

Dear Parents/Carers

Following feedback from parents we have reviewed our safeguarding procedures as follows;

If your child is usually collected from school please will you **make sure that** **staff know who collects your child regularly by completing the slip below and returning it to the school office.**

**If there is a change in the usual arrangements please make sure you**

* Telephone or contact the school office
* Choose a password known to you, tell us and the person collecting your child
* We will only hand your child over if the person collecting them can tell us the agreed password.

**We cannot let children go home with anyone unless their parents/carers have authorised us to.**

**If your Key Stage 2 child is allowed to walk home alone please make sure that you have let your child’s teacher know.**

If you have not told us about changes in collecting children, we will keep your child at school until we have made contact with you. While this may be inconvenient, I’m sure you would want to support us and work with us to make sure your children are safe.

Yours sincerely

Mrs L Meek

Headteacher

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for the people named below to collect my child from school

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Carer