



*"We are called to be the hands and face of Jesus as we learn, love and grow together"*

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Friday 13<sup>th</sup> October 2017

Dear Parents and carers

## **COLLECTION OF CHILDREN AFTER SCHOOL**

Following discussions with staff and parents recently, I have decided to review our end of day procedures in order to ensure that all children are safeguarded appropriately. Our site is large and is very open at the end of the school day which could leave some of our children vulnerable unless certain procedures are followed. In order to allow you time to make the necessary arrangements, **changes to collection arrangements for Yrs 3, 4, 5 & 6 will commence from Monday.**

Until a full review of procedures is completed and an accompanying policy is created it is essential that the following safeguarding measures are adhered to. I urge you to read them carefully.

**The school day ends at 3.15pm for Reception, KS1 and KS2. Being available for the end of the day promptly at 3.15pm helps to safeguard your child.**

**If you are delayed** for any reason please do contact the school office.

Similarly, **if you have made alternative arrangements** for the collection of your children, please let the school office know so that a message can be relayed to your child's teacher, preferably in the morning. Staff will not allow a child to be released to anyone who has not been authorised to collect your child. Please do not be offended if we need to phone you to clarify collection arrangements where a change has been made that we are unaware of. We simply want to make sure that your child is released to the right person.

**Arrangements for Nursery, reception and KS1** will remain the same and children will be collected from the classroom door by a known authorised adult.

**Year 3 and 4** teachers will keep their classes with them outside of the class at the end of the day and will ensure that children are collected by their known authorised adult.

**Year 5 and 6** children, growing in independence, will be released as usual but must remain on the small playground directly outside Year 6 until they are met by their collecting adult. Children must not leave the school site unaccompanied, unless they have been given parental permission to walk home. I will be writing to you next week with a form that will allow you to authorise this, should this be the usual pattern for your child. Any children from Yrs 5 and 6



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who have not been collected will gather in the chatterbox and after an appropriate period will be accompanied to the school office. Year 5 and 6 staff will be available outside to enable this at the end of the day. Please do spend some time reinforcing these collection arrangements with your child.

I appreciate that parking is incredibly difficult outside of the school. However, it has been brought to my attention that some children have been waiting for their parents to collect them via car outside of the school gates on Bedwell Crescent. This potentially leaves our children vulnerable and must not continue.

May I also remind everyone that if a child is attending an after-school club, there is no supervision for their siblings that are not in that club and as such appropriate collection arrangements must be made.

We do operate a before school / after school club in order to help to make child care arrangements manageable – please do check the website for further details or ask at the office.

Like you, safeguarding is our number one priority. These measures are not intended to inconvenience anyone, just to keep our children safe. Thank you for cooperating with school policy to ensure that our children remain safe at all times. I am always happy for feedback on school issues such as this. Please direct any feedback or ideas to help improve this to [head@stvincent.herts.sch.uk](mailto:head@stvincent.herts.sch.uk). I thank you in anticipation of your patience whilst this system is established.

Have a wonderful weekend with your families.

Yours sincerely



Mr Jon White  
Headteacher



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