



Holy Trinity C. of E. Primary School

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Headteacher: Mr. D. R. Norris

9th November 2009

Dear Parents,

As part of our absolute commitment to supporting OFSTED's Safeguarding (Children) Framework, I would like to inform you of a new requirement concerning children who are not collected on time from school at 3.15.*

There are frequently a number of children who are not collected promptly at 3.15 and whilst we are very supportive of and sympathetic to parents who telephone to inform us of unavoidable delays, there are no supervision facilities to cater for children left behind at 3.15.

The new procedure, starting on Tuesday, 10th November, will be that staff bringing uncollected children in the school foyer after home time, will enter their name in a register. This will ensure that we have a record of children still on the premises. When parents arrive, it is essential to inform the school office and sign out your child stating the time of departure.

It can be disappointing and disconcerting for children to be regularly collected late and I know I can count on your absolute support in ensuring that late collection does not occur frequently.

As you know, the Education Welfare Officer visits half termly to monitor pupil attendance and punctuality and henceforth, they will be checking late departures as well as late arrivals.

*For your information, our Attendance and Punctuality Policy is reviewed annually. It has been approved by the Education Welfare Service and ratified by the Governing Body in October 2009. The policy has been revised to incorporate arrangements for children who are collected late from *school, after school activities and "Cool Kids After School Club"*. The policy is available to view on the school website www.holytrinitynorthwood.org

I cannot emphasize how much we enthusiastically welcome your diligence in informing us if you are running late on a very occasional basis and we are entirely happy to help.

I am confident you will wholeheartedly support and understand the importance of this new arrangement. Our duty of care to your children is unconditional and for their safety and happiness, it is important that these new measures are rigorously put in place for their security and protection.

Thank you for your understanding about this important issue.

Yours sincerely,

Mr. D. R. Norris
Headteacher
