

TWERTON INFANT SCHOOL & NURSERY

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Tuesday 3rd September 2019

Dear Parents and Carers,

I am writing to clarify the school's procedures for collecting your children and I urge all parents to read the contents of this letter thoroughly. You can read the full policy on the school website:

https://twertoninfant.files.wordpress.com/2019/09/tisn_collecting_children-from-school-policy.pdf

At our school the safety of your children is of the utmost importance to us, which is why we have the following procedures in place.

Running late

If, when coming to pick your child up from school, you are running late, I ask that on each separate occasion you ring the school office on (01225) 423526 or 314745 and inform the school that you are running late and when you can be expected at the school. We also ask that you be mindful of the time at which you notify the school; wherever possible, we ask parents to notify the school no later than **2:30pm**, i.e. 30 minutes before the specified collect time.

If applicable, please clarify the name the person who will be collecting your child on your behalf from the list of authorised adults (form below). The school may ask you for a description of the individual that you have stated if they are unknown to the school.

Additionally, we will request that a password is put in place, for us to ask the individual who comes to collect your child. Pupils of the school will not be released from the school unless staff are completely satisfied that they are safe. When parents are not at the school on time to collect their children, pupils will be supervised by a member of the school staff in the school office.

Recurring late pick-ups

As our policy states, the length and frequency of late collections are monitored by the school, and any concerns regarding a pupil's safety that may be associated with late pick-ups will be appropriately addressed by the school's Designated Safeguarding Leader, where applicable.

A record is kept of incidents where parents are late with no reasonable explanation, and the school will charge a £15 fine for parents who are late to collect their child more than three times in the year without a reasonable explanation. In addition, the school may send parents a letter inviting them to a discussion about their circumstances and any arrangements that can be made to assist the parents.

Non-collection

If a child is not collected at the end of the school day a member of staff will supervise the pupil and the school will try to contact parents, and other listed emergency contacts. Under no circumstances will school staff go looking for parents. If contact cannot be made and no specified adult (someone that has been previously approved to collect the pupil in form below) has come to collect the pupil within an hour of the original collection time, the school will have no alternative but to follow their Child Protection procedures and contact Children's Services or the Police.

Collection by additional adults

We appreciate that many families benefit from mutual support and that parents sometimes rely on other trusted adults (i.e. family members and close friends) to collect children on their behalf. In order to facilitate this we ask that parents complete the form below to authorise *up to* five additional adults with collection responsibility.

These additional adults will also need to be assigned a password (by you) that they will use to verify their collection authorisation. If we do not know the adults, we will ask them to provide proof of identification and they should be ready to provide this.

The school will never, under any circumstances, allow a pupil to leave the premises with an adult who has not been specified as someone with responsibility for collecting the pupil by a parent.

Please have the same consideration for the above when your child is attending an after-school club – the procedures outlined in this letter and in the included policy are still enforced and should still be followed. In addition, parents are responsible for arranging and ensuring that their child is taken from the school to another club if it is held at a different site – teachers will not fulfil this responsibility.

I understand that sometimes emergencies happen which may make the above procedures seem cumbersome; however, I would like to reassure you that the school has these procedures in place for the sole purpose of protecting the pupils of the school. The school appreciates your cooperation with following these procedures and we will be understanding of valid explanations and emergencies which result in the late collection of children.

If you have any queries in regards to this letter, you are welcome to contact me directly. I will, of course, be happy to respond to any queries.

Please now complete the form below and return to the school office by the end of the week to provide a list of additional adults who have collection authority for your child. If you do not return the form we will assume that your child will only be collected by parents of a sibling over the age of 16.

Also, the form also asks you to provide a parental password which you must use when telephoning the school to inform us of changes in collection arrangements for your child.

Yours sincerely,



Mr G. Samios
Headteacher

N.B. Please return the form below to the school office by Friday 6th September.

Name of child:	
Class:	
Name of Parent 1: with Parental Responsibility	
Name of Parent 2: with Parental Responsibility	
Parental Password: Please make a note of this as it will be required when you telephone the school office.	

	Name	
Additional adult with collection authority (1):		
Additional adult with collection authority (2):		
Additional adult with collection authority (3):		
Additional adult with collection authority (4):		
Additional adult with collection authority (5):		
Password for collection:		
I agree to the procedures explained to me in this letter and that the information I have provided above is correct:		
Signature:	Date:	