

WOLSTON ST. MARGARET'S C. of E. PRIMARY SCHOOL

Learning, Believing and Achieving Together

Headteacher: Mrs Michelle Clemons
Tel: 024 76542212
Email: admin3192@welearn365.com



Brookside,
Main Street,
Wolston,
Coventry,
CV8 3HH.
www.wolstonprimary.org.uk

Safeguarding - For All Parents to Complete

Dear Parents and Carers,

I hope this letter finds you well. I am writing to bring to your attention a matter concerning the collection of children at the end of the school day, which is of utmost importance for the safeguarding of our students.

Recently, we have experienced several incidents involving unexpected/unknown adults arriving to collect children from across a range of school year groups. This is always a difficult situation for the person collecting and the adult dismissing the children as we have to phone and seek parental consent for the collection. In light of these events, it's opportune to revisit our collection procedures to ensure the safety and well-being of all our pupils. In order to do this we need your collaboration to ensure the robust safeguarding measures are in place.

In accordance with safeguarding policies, I would like to remind you that **only known named adults specified by you** are permitted to collect your child from school. To ensure that we are adhering to this crucial aspect of child protection, I kindly ask that you complete the table below with a list of named adults responsible for collecting your child. Please include full names and their relationship to your child. Please note the person collecting your child must be **over the age of 16**.

Furthermore, we are going to start a **family password system** to serve as an additional layer of security for those exceptional circumstances when someone not on your list needs to collect from school, obviously this would be ararity/emergency. This password must be provided by anyone who is not on your authorised list but you wish to collect your child, you would need to share the password with them in advance of collection. We do ask, should you need someone different to collect your child on any particular day, please inform the school office by telephone as soon as possible and ensure the person knows the password. We advise that you choose a password that is easy for you to remember but difficult for others to guess.

We appreciate your cooperation and understanding in this matter. The safety of your children is our primary concern, and we will continue to work together to create a secure environment for everyone. Please be advised that if any individual attempting to collect your child does not match the information we have on file or is unable to provide the correct password, our staff will not release your child and we will contact you for clarification.

If during the school year, you need to add or remove people from the list, please contact the school office and they will amend your family form and record the date and whom requested these changes - admin3192@welearn365.com

If you have any questions or need to discuss this further, please do not hesitate to contact me.

Thank you for your attention to this important issue.

Yours sincerely,

Ruth Vella

Deputy Head Teacher
Attendance Champion

Authorisation List for Pupil Collection

Child / Children's names –

Person Collecting (Full Name)

Relationship to Child

Family Password