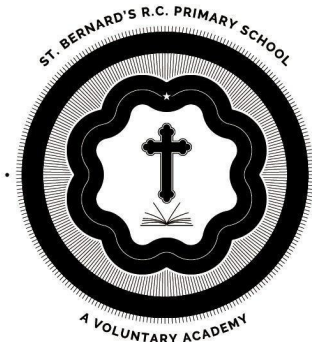


Our Vision:
**EXCELLENCE
IN ALL WE DO**



Our Mission:
**TO GROW,
LOVE AND LEARN
FOLLOWING JESUS**

Dear Parent/Carer,

Our children's safety is of paramount importance to us all. We will endeavour to ensure clear and robust procedures for collection are in place, regularly reviewed and clearly shared with staff, governors, parents, carers and pupils. At a recent Governor meeting the following policy was agreed: [SAFE COLLECTION OF CHILDREN POLICY](#)

The key points of this policy are:

- All children (TR-T4) must be collected by an Authorised Adult must be a responsible person aged **16 years or over**. The person may be a;
 - Parent/Carer
 - Family member
 - Childminder
 - Neighbour
 - Someone over the age of 16 who has the parent/carer's written permission to collect the child from school. Verbal consent can be accepted in emergency situations.
- EYFS, Key Stage 1 and Lower Key Stage 2 children (those in Reception, Year 1, Year 2, Year 3 and Year 4) may not be collected by other brothers or sisters in school. They should be collected by an authorised adult. Teachers have been instructed not to release these children but to ask the school office to contact parents/carers to ensure they are collected by an authorised adult.
- Please let the school office know of any changes in contact numbers.
- If, as a parent or carer of a child, you make arrangements for your child to be collected by another adult, it is important you ring school and inform the staff of these arrangements. Any unknown person collecting children will be challenged by staff and permissions checked with parents/carers. We will also check that children are happy to be handed over to these individuals and that they are known to them. If we do not receive a message directly from you we will not hand over your child.

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Executive Headteacher:
Mr S A Jevons
BA (Hons) NPQH

Head of School:
Mrs J Le Feuvre
BA (Hons) NPQH

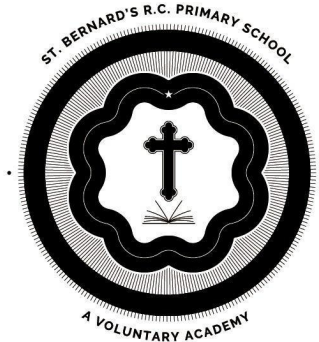
Assistant Head:
Miss E Reid
BA (Hons)



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- Government guidelines advise that children below Year 5 (10 Years of age) should not be allowed to walk home unaccompanied.

As always, good communication between home and school is vital so please let us know ASAP if there are any changes to your normal drop off and collection routines.

Thank you for your continued support,

Julie Le Feuvre

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