

10.11.14

Stanwell Fields is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Dear Parents / Carers

The Governors and staff at Stanwell Fields feel your child's well-being is of great importance; therefore procedures have been put in place to make the end of the school day safer. **It has been decided that if you are not able to collect your child at the end of the school day then you will need to complete the attached slip stating the name of the person who is picking up your child.** This slip will need to be handed to your child's class teacher in the morning. Extra copies of this slip can be found on our website or in the school office. **The person collecting your child will need to bring identification with them to prove who they are e.g. driving license / passport. No person under the age of 16 years can collect a child from school.**

We understand that there will be times when an emergency arises and you are not able to collect your child, or fill in a slip in advance. In this case please make sure that you contact the school, leaving the name of the person who will be collecting your child. This person will still need to bring identification with them.

If there is no adult to pick up a child they will be taken into the school office to be supervised. If no-one has arrived after 15 minutes, staff will check that a message hasn't been left on the school answerphone and then the school will ring the contact numbers parents have provided. If no contact can be made and the child has not been collected after half an hour then the appropriate services must be notified immediately, i.e the police, who have emergency protection powers, and social care. .

We would like to thank you for understanding and complying with these new regulations.

Yours in faith

Mr Franklyn



Name of child (ren) will be collected from school on

Date By and they will have identification on them.

The contact number for this person today is



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