



Sacred Heart Primary School Battersea
Este Road, Battersea, London SW11 2TD
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Executive Headteacher: Mr J Brading
Associate Headteacher: Mrs N Byrne

Dear Parents/Carers,

As you know we as a school are completely committed to the safeguarding and well being of all our pupils. We expect staff, volunteers, parents and carers to share this commitment, and therefore we would like to clarify our procedures for collecting children from school by persons other than the regular parent or legal carer.

If your child is to be collected by another adult, we request that you contact the school office no later than 2.45pm on the day of collection. This will allow the school office time to notify class teachers about the changes to collection at home time.

Staff will not release a child to any unknown adult or known adult without authorisation.

Staff are advised not to release Early years or Key Stage 1 pupils into the care of anyone under the age of 16. We advocate this policy as we strongly believe an adult should always be responsible for young children, to keep them safe travelling to and from school (particularly due to the busy roads and heavy traffic in the locality) and in the home. However, in the rare event of an emergency an occasion may arise whereby parents might need to send a child under the age of 16 to collect their sibling from school. In this circumstance parents would need to call the school and speak to the Headteacher before 2pm to explain the situation and gain authorisation for the child to be collected.

If parents would like their child (in Years 5 or 6) to go home alone they need to go to the school office and sign a declaration form giving permission. We would appreciate parents speaking to children about road safety, stranger danger and what to do if no one is home when they get there.

For children with special educational needs, we will make our decisions regarding collection and/or going home alone on an individual basis, taking the child's individual needs in to account.

We appreciate your support in this vitally important matter. Any questions or queries can be directed to Mr Brading or Mrs Byrne