

August 2020

Dear Parents / Carers,

**Primary Home Time Collection of Children - Updated Procedure**

As a school, our main priority is keeping our children safe. Communication between parents / carers and the school is key and is especially important when planning home time arrangements.

Attached to this letter is our updated home time collection procedure. Please ensure you take the time to carefully read the information to ensure the safe collection of your child/ren.

If you have any questions, please contact the school office.

Kind regards,

Mrs Tough  
Deputy Headteacher (Primary Lead)

## Home Time / Collection of Children Procedure – Primary

### Parent / Carer Information

#### Permission List

- On their registration form, parents / carers will have indicated who has permission to collect their child/ren from school. Each class teacher / staff on exit doors will have a list of these individuals to hand.
- If the list for your child requires updating, please inform the school office.
- If a staff member is ever unsure about the adult picking up a child, they will make contact with the child's parent / carer via telephone before the child is allowed to leave the school site.
- Staff can ask adults for ID to prove their identity.
- No children under 16 can collect pupils/siblings in EYFS or Primary.

#### Change to usual adult collecting a child

##### **Adult ON the Permission List is collecting your child**

- If someone different is going to pick up your child/ren and they are on the Permission List, staff will ask to see their ID if they have not met them before.

##### **Adult NOT on the list**

- If someone different is going to pick up your child/ren and they are not on the Permission List, parents are to email the office by 2pm with the adult's full name.
- The email has to be from one of the primary contact email addresses we have on the system.
- Parents / carers are still to contact the office via email even if they have told the staff member on the door in the morning.
- The office will then reply with a password for the new adult to say to the staff member on the exit door.
- If the staff member has not met the adult before, they will ask for ID as well as the password.