



Foxborough  
Primary School

11<sup>th</sup> January 2019

Dear Parents/Carers

**RE: Safeguarding – Collection of children**

Information for new parents and a reminder for existing parents.

We have looked at the guidance and advice regarding the collection of pupils and have reviewed our procedures regarding the dismissal of pupils at the end of the day:

- We will only release pupils to persons on the pupils contact list as provided by the parent/carer on the admissions form when they joined the school, or on updates via the Pupil Contact Sheet. This information will be recorded on the school's electronic information system (SIMs).
- If you would like your child collected by an older sibling, relative, friend or neighbour we require written notification and permission for this, including the person's name, age and contact information, so that it can be recorded on SIMs.
- We will only release pupils in years 1 – 6 to persons over the age of 14.
- We will only release pupils in Reception classes to persons over the age of 16.
- Pupils in Year 6 will be **ONLY** released from class in order to walk home alone or to meet a parent at the school gate, if we have written permission for the pupil to do so. This will be recorded on SIMs.
- Year 6 pupils released from class to walk home alone or meet their parent/carer at the school gate, may collect siblings in year 5 if written permission is received from the parent/carer as detailed above.
- Year 6 pupils are **not allowed** to collect siblings, neighbours or friends from Reception or years 1, 2, 3, 4 or 5.
- In case of emergencies relating to the collection of your child please contact the school office.

We thank you in advance for your co-operation in ensuring the safety of Foxborough pupils. If you have any queries or concerns regarding this matter please make an appointment to speak with Mr Spinks, Inclusion Lead.

Yours faithfully

Mrs P Sweetman  
Headteacher