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BARBRIDGE ROAD
BULKINGTON
BEDWORTH
WARWICKSHIRE
CV12 9PF
Headteacher: Mrs J Cook

21st January 2019

Dear Parents

Safeguarding is one of the most vital parts of any educator's responsibility so we are constantly ensuring that we are monitoring our practice. Over the past term I have become concerned about the end of the school day as we have a considerable amount of children who are not being collected on time. I will be contacting you directly to discuss this over the next few days if this continues to be an issue.

As part of my monitoring I am introducing several changes to ensure the highest levels of safeguarding your children. They include the following:-

Letter of permission for your child to meet you at the single gate

A code word that is kept on record that you initiate if you change the collection of your children via a phone call- you will be asked for this when you call in and we will check it against our computer records.

I am also asking you to ensure that we have your most up to date mobile number; as when lives get busy you can sometimes forget to inform us that your number has changed and this can become an issue in the rare cases of emergencies that we have.

Please complete the following and return on or before 25th January 2019

Name of child _____ Class _____

Mobile numbers registered for our child:-

1. Name of person _____ Relationship to child _____

Mobile Number _____

2. Name of person _____ Relationship to child _____

Mobile Number _____

3. Name of person _____ Relationship to child _____

Mobile Number _____

Code word that is to be used for telephone changes in regards to the collection of my child

☐

I give my permission for my child to meet me or my representative at the school gate when school closes at 3.15pm

☐

I/we will collect our child from the classroom when school closes at 3.15pm

☐

I give permission for my child to leave school at 3.15pm without an adult, through agreeing to this permission I understand I am responsible for the welfare of my child.

Signed:- _____ Date :- _____

Yours sincerely

Mrs J Cook

Headteacher



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