

Letter to Parents/Carers of Hopton Primary School Children

29th January 2019

Dear Parent/Carer,

Please find below some important safeguarding procedures.

- If you are late for the start of the day 8.55am, please bring your child to the office, do not leave them in the playground. The school doors may be shut and your child may be locked out without any staff aware, which could mean they are at risk.
- We understand that on occasions you might be late to collect your child due to traffic or work commitments. If you know you are going to be late, please inform school as soon as possible who can make appropriate arrangements for your child to wait at the office. If you have been unable to let the office staff know, at the end of the day staff will stay in the playground until 25 past 3. If after this time your child has not been collected they will be taken to the school office and staff will start to contact adults on the child's emergency contact list in the order of preference. If lateness becomes persistent this will be referred to the Kirklees School Attendance Officer, who may take further action.
- If you need to let school know any information e.g. absence, late, after school club information then please contact school through the school office telephone number: 01924 489736 not members of staff's personal mobile phone numbers in or out of school hours.
- Please do not tag members of staff or governors (including those who are parents) asking specific questions regarding school on social media sites.
- If you have made arrangements for somebody else to collect your child at the end of the day, whether it be a family member, friend or another parent, you the parent of the child affected should contact school to let us know who will be picking YOUR child up and that you give school permission to release your child to that person. We will not let your child go with anybody else other than the people that, you, the parents has given permission for.
- In F1, F2, Y1 and Y2 we expect all children to be picked up by a parent/carer, responsible adult or after school provision. In KS2 we also expect children to be collected by a parent/carer, responsible adult or after school provision.

There is no specific guidance or law governing walking home alone/leaving school but at Hopton we expect that parents/carers let us know if their child is walking home. At Hopton we feel that Year 3 and 4 children are too young to be given this responsibility but understand that pupils in Year 5 and 6 may start to do so especially to aid the transition to High School.

The national Walk to School campaign advises that it is the duty of the parents to assess the risks associated with the school route and balance it against their own child's confidence and autonomy. According to Government advice, though, the most important factor to consider when asking if a child can be left alone including walking home from school is how mature the child is; meaning that, for example, while it may be okay to let a mature 10 year old, the same rules would not apply to an immature 11 year old.

Finally please make sure you keep up to date with all school events through the text service, website and letters home.

Many Thanks

Miss S. Henderson - Assistant Head teacher and DSL



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