

BONNEVILLE PRIMARY SCHOOL

Success for today, prepared for tomorrow

Wednesday 24th January 2018

Dear Parents/Carers,

There have been an increasing number of incidents where friends and extended family members are taking children on behalf of their parent/carers without their consent. In some instances children are being encouraged to leave without permission from school staff.

These matters arise because:

- Friends/Family members believe it will not be a problem.
- Friends/Family members attempt taking children then want the Administrative Team to call parents to ask for permission.
- Parent/Carers frequently changing their mind on who they allow to collect their children.
- Parents/Carers not telling friends and family members that they **do not** want them to collect their child/children.
- Friends/Family members insisting that the parent is not far and therefore wishing to take the child to meet their Parents/Carer on route.

All of these reasons result in unnecessary confrontations for staff members, add unnecessary workload for the administrative team during peak office hours and most importantly undermine our safeguarding processes.

I am aware this has come about from the good intentions of reciprocal family and community support. However, this results in school staff being held accountable for inefficient prior communication between well-meaning adults.

If you wish to make a change to your child's collection arrangements during the day please contact the office who will let class teachers know.

Any other adhoc arrangements will be refused and children will be sent to the office if no one arrives to collect them by 3.25pm.

I appreciate your support.

Yours sincerely,

Ms A.Parker
Headteacher