



The Rookeries Carleton J, I & N School

Carleton Road

Pontefract

WF8 3NP

T: 01977 600368

W: rookeries.patrust.org.uk

E: admin@rookeries.patrust.org.uk

11th September 2020

Dear Parent/ Carer,

Re: Procedures for the collection of children from school

In line with Keeping Children Safe in Education, it is essential that parents provide the school with a record of their contact details, i.e. name, address, home, work, mobile telephone numbers and email. If possible, parents should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/carer cannot be contacted or in the event of an emergency. The school will endeavour to keep this record up to date by reminding parents of the need to notify the school of any changes.

Arrangements for collecting children

For all pupils a new password system will be introduced from Monday 21st September 2020. Parents will be asked to choose a confidential password which could be given to another adult if they have asked them to collect a child on their behalf. Parents must abide by the school's procedures for collection, to ensure that the children are dismissed safely.

Collecting a pupil on someone's behalf

The school will never, under any circumstances, allow a pupil to leave the premises with an adult who has not been specified or recognised as someone with responsibility for collecting the pupil. If there is a change in who will be coming to collect a pupil, this must be communicated to the school office by emailing admin@rookeries.patrust.org.uk or by telephoning 01977 600368, where a description of the person and a password will be asked of you, to ensure your child's safety.

If you are running late, or due to some other unforeseen circumstances you will not be able to collect your child, please ring the school office on 01977 600368 to inform us who will be collecting the pupil on your behalf and please be ready to provide the details of the individual as well as the password.

Yr 5 & 6 Walking Home

Pupils in year 5 & 6 who are able to walk home will not be released without prior written consent.

Whilst we understand that sometimes emergencies happen which may make these procedures seem cumbersome; I would like to reassure you that the school has these procedures in place for the sole purpose of protecting the pupils of the school. The whole school appreciates your cooperation with following these procedures and we will be understanding of valid explanations and emergencies.

Attached to this letter is a slip which should be completed and handed back to the school office by Wednesday 16th September. The slip outlines the emergency contact details for your child. I am asking that parents complete this slip to ensure that the school holds accurate and up-to-date emergency contact details for all pupils.

If you have any queries regarding this letter, please do not hesitate to contact the school office.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Grogan', written in a cursive style.

Richard Grogan
Headteacher