



# ST. PATRICK'S

## CATHOLIC PRIMARY SCHOOL

Hullenedge Road, Elland, West Yorkshire HX5 0QY

Headteacher: Mrs L Brown

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25<sup>th</sup> November 2015

Dear Parents

### COLLECTION OF CHILDREN AT THE END OF THE DAY

Due to some safeguarding issues which have been raised by a number of parents recently we are adopting a new procedure for the collection of children at the end of the school day.

From **Monday 30<sup>th</sup> November 2015** all children including those in Classes Aire and Wharfe will be kept at the cloakroom doors until an adult known to school staff comes to collect them. **Children will not be allowed to leave school without an adult being present to collect them - this includes walking round to the carpark.** If for any reason an adult who is unknown to school staff is collecting your child please ensure you inform the school office of any changes.

For children in Class Aire, if they currently walk home by themselves, from Monday we will need a signed letter authorising your child to walk home unaccompanied.

Thank you in advance for your co-operation in this matter.

Yours sincerely

Mrs L Brown  
Head Teacher