



Chilwell Croft Academy

All different • All equal • All achieving

Chilwell Croft, Newtown, Birmingham, West Midlands, B19 2QH

Telephone: 0121 464 3402

Fax: 0121 464 2088

Website: www.chilwellcroftacademy.com

Email: enquiry@chilwellcroftacademy.com

Headteacher: Dr George Koutsou

Executive Director: Heather Roberts

Tuesday 5th February 2019

Dear Parents/Carers,

Re: Procedures for the collection of children from school for EYFS and KS1

Contact details

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

Parents will be informed, at the start of every school year, the procedures for collecting the children at the end of the school day. If this changes, parents will be informed. For all pupils in Early Years and Key Stage One a new password system will be introduced from **Monday 25th February 2019**. Parents are 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 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**, where a description of the person and a password will be asked of you, to ensure your child's safety.

The school **will not** accept a list of people who may collect the pupil as a substitute to calling the school office and informing the school directly of the change in collection. Having a list of potential adults who may or may not be collecting a pupil is a gateway to confusion and inconsistencies, which is where mistakes can be made.

If you are running late, or due to some other unforeseen circumstances, please ring the school office on **0121 464 3402** to inform us who will be collecting the pupil on your behalf and please be ready to provide a description of the individual as well as a password.

It should also be noted that the school may ask the individual who is collecting the pupil for proof of identification, and they should be ready to provide this.



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Finally, please have the same consideration for the above when your child is attending an after-school club – the procedures outlined in this letter are still enforced and should still be followed.

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 the end of the week (**Monday 11th February 2019**). 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, you are welcome to come and speak to any of the school office staff for clarification.

Yours faithfully,

Dr George Koutsou
Headteacher



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Procedures for the collection of children from school- Password information.

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Please complete the slip below and return to **school office** by **Monday 11th February 2019.**

Name of child:		Class of child:	
Name of sibling:		Class of sibling:	
Name of sibling:		Class of sibling:	
Name of sibling:		Class of sibling:	

	Name	Contact details	Password
Parent responsible for collection:		<u>Contact number:</u> Home: Mobile: <u>Email:</u>	
Parent responsible for collection		<u>Contact number:</u> Home: Mobile:	



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		<u>Email:</u>	
Authorised Person one:		<u>Contact number:</u> Home: Mobile:	
Authorised Person two:		<u>Contact number:</u> Home: Mobile:	
<u>Data Protection</u>			
<p>The data that we have requested will only be used to administrator your child's progress/safety through the education system. To support this administration the data may be shared with a third party such as Department of Education, Local Authority and other educational, employment establishments, health and welfare practitioners with whom the child may become associated with.</p> <p>I agree to the procedures explained to me in this letter and that the information I have provided above is correct and I consent to my child's data being used in the manor outlined above.</p>			
Print parent name:			
Signature:			
Date:			