

18th October 2022

Dear Parents/carers

SAFEGUARDING REMINDER AND UPDATES

I would just like to reiterate to all parents and carers that if your child is going home with another parent/adult then we must know in advance. I would like to strongly remind parents/carers that under no circumstances should they take another child from school without having permission from that parent and that this has been clearly communicated via the child's parent through the school lines of communication.

To improve this system all changes to collection of your child MUST be emailed in to adminoffice@poulner-jun.hants.sch.uk or the parent must go to the school reception and sign to approve the change to pick up. Phone calls will still be accepted if the change of collection has not been planned e.g. parent caught in traffic/family emergency.

Up until now this information has come through a number of channels such as phone calls, diary notes and verbal to a member of staff on gates. This new approach will ensure that this is streamlined and therefore more reliable and centrally held.

As part of reviewing measures, can I remind parents that Breakfast children must be signed in and that bookings must be placed by the afternoon of the day before so that we can ensure that we have an accurate register for the following morning.

Changes will also be taking place in the registering of children in the JASPA after school club. Individual class registers will be taken at the end of the day and JASPA children walked over to the community room by a member of staff from that year group. Children attending JASPA will not go out the normal end of school gates. These changes will not affect their attendance at after school clubs, as measures are already in place to account for the children as they move from one space to another.

Your support in these changes are important so that we can fully account for all children at all times.

Yours sincerely



Mrs J Randall

Headteacher

