

Moorside Primary School
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Dear Parent / Carer

Keeping Children Safe at Home-time: EYFS and KS1

As I am sure you are aware, the safety of our children is our highest priority at Moorside. With this in mind I would like to remind you of the procedures we have put in place and with which we would urge you to continue to comply with and support:

1. The staff on the doors at home-time need to closely monitor that the children are being collected by the right adults. This requires high levels of concentration. We therefore request that parents' conversations with teachers are kept until all the children have been dismissed and the teacher can then fully engage in attentive dialogue.
2. If an adult with whom the teacher is not familiar arrives to collect a child, the member of staff will ask for the password. If the adult is unable to give the correct password, then the child will be kept in school until communication has been received from the parent / guardian consenting to their child being released to the adult in question.

Thank you for your continued support and cooperation.

Yours sincerely

Mr Lawler-Smith
Head Teacher