

Sparsholt C. E. Primary School

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9th December 2019

To parents of all children who use the school bus

Dear Parents,

As a school we are constantly looking at ways to improve the way we do things especially where these processes relate to the safeguarding of the children.

As you know, currently going home arrangements are communicated to the school by the children every morning. Having reviewed this, we feel that due to the risk of miscommunication, these instructions need to come from parents.

From January, we will be asking that parents provide us every half term with 'normal arrangements' for going home (please turn over). Obviously, we realise that there are times when these 'normal arrangements' change (even at late notice) and therefore if there are changes we ask that you as parents inform the office by no later than 2.30pm on the day that the change will take place. Due to the concerns we have outlined, we will no longer be able to accept this information from your child.

We apologise if this causes any difficulties, however the children's safety is our utmost priority.

In addition, we do need to remind parents that the school must be informed if your child is being picked up by anyone other than yourselves or your child minder, including going home with other parents or relatives who do not normally pick up.

Thank you for your support and understanding with this.

Best Regards,

Mrs Hanratty

Headteacher



Please complete the form below for weeks starting Monday 6th January 2020 (no clubs) and Monday 13th January 2020 through to Monday 10th February (clubs running).

CHILD'S NAME

	Week commencing Monday 6 th January 2020	Weeks commencing Monday 13 th January to Monday 10 th February 2020
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

C = Club
(from 13th Jan)

B = Bus home

P = Pickup at
3.30pm

ASC = After
School Childcare
Provision
(from 6th Jan)

Signed..... **Date**