



St Joseph's Catholic Primary School

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Safeguarding Update

Dear Parents/ Carers,

We have recently reviewed our Safeguarding Policy as we wish to further improve our Safeguarding procedures. Keeping children safe is our number one priority. We hope you will support us and understand why such measures are necessary.

Attendance

Just a reminder about attendance and punctuality. Children are entitled to their full education and need to be in school all of the time. If they are too poorly to attend, please ring to let us know and on their return to school, please write a note in their planner. Please be mindful of taking your child out of school for holidays, whilst I fully understand the reasons for this, I cannot authorise any holidays and taking them out of school in term time could lead to a Penalty Notice with a fine. If they have had holiday leave and then time off for illness this increases their missed education.

Punctuality

The school doors open at 8.45 am and close at 8.55 am, if you arrive after this time, the doors will be closed and you will have to report to the main office where your child will receive a late mark. Again, I understand that there may be times when it is unavoidable to be late but if your child is regularly arriving late, they are then missing part of the lesson and also disturbing the rest of the class. Also, please be mindful that the school day ends at Rec - 3.15/ Year 1 -3.20/ Year 2 - 3.25/ All KS2 3.30 pm and prompt collection is appreciated.

Collecting your child

If a different person is collecting your child, please ensure a note is in their planner to inform us of this change. If the person collecting changes last minute, please contact school and we can inform your child of the change in arrangements. If the teacher (mainly KS1) doesn't recognise the adult collecting the pupil and no note has been written in their planner then the teacher will ask the adult to make their way to the main office where they will contact parents to confirm this arrangement before handing over the child. To avoid any delay and/or embarrassment please make sure you notify school of any change via planner or phone call. Please ensure school has an up to date contact number- new mobile numbers etc.

We need written consent from parents if children in Key Stage 2 are walking home by themselves.

Appointments

Please try to make appointments for the doctor, dentist etc outside the school day. If you have an appointment during the day, please make every effort to bring your child to school first, then collect them and take them to the appointment and bring them back to school for the rest of the day. If at all possible, please show the appointment card to the front office.

Arrangements throughout the day

All school gates will be kept closed during the school day. We ask that all adults report to the main entrance. Please do not enter the school building via any other door.

Lockdown Procedure

As with Fire Drills, we have organised a Lockdown plan. This is a procedure to keep everyone safe, there may be a stray dog or someone on the premises that lead to this. Please read the Lockdown Policy and ask if you are unsure about any of the actions/arrangements which are stated.

If you have any concerns or thoughts about Safeguarding please do not hesitate to come into school to discuss it with us. Your support is **vital** in the safe keeping of your child.

Thank you for your ongoing support. Together we can provide your child with the best opportunities in education, keep them happy and most importantly safe.

Yours sincerely

Miss Daley