



6th September 2021

Dear Parents / Carers,

Safeguarding your children to and from school

As we embark on the start of a New Academic Year, I want to take this opportunity to remind you of some points to safeguard your children to and from school. We know that there have been instances in Croydon and the local area over the past year where strangers have approached primary school children with unknown intent.

I have listed below some key points about safeguarding your child if they do walk to or from school alone and the school policy surrounding this.

Clarification of the School Policy around drop off and pick up procedures

1) Walking to School alone

- The school does not recommend that any child walks to school alone from Year 4 and below. We will call Parents / Carers to a face to face meeting to discuss the safeguarding implications of this occurring.
- Please remember that the school gates do not open until **8.20am**.
- The school is therefore **not responsible** for your child until they enter the school building from 8.20am.
- If you have risk assessed your child's journey to school and are happy for them to walk to school alone then please make sure that they do not leave home too early so that they are not **waiting around outside the school before 8.20am**.
- Also once on the school premises children are not allowed to leave again - they must come straight into the school building.
- Parents / Carers are asked to keep themselves up to date with local news and discuss potential dangers / risks with their child. This should include what they should do if they are concerned / worried about something that happens to them on the way to school. Please also explain to them that they should always be vigilant and especially when using their mobile phone. If anything suspicious was to happen on the way then this should always be reported to the school or police.

2) Walking home alone

- No child is allowed to walk home alone below Year 5.
- Once in Year 5, **children are able to walk home alone from the Summer Term** of that school year as long as a permission letter and risk assessment is obtained from the school office, completed and returned.
- Only in **exceptional circumstances** will the Principal consider requests from parents to allow their child to walk home alone in Year 5 during the Autumn and Spring Term. The Principal may require you to attend a meeting to discuss this before permission is granted.
- **Year 6 children are able to walk home alone as long as a permission letter and risk assessment is obtained from the school office, completed and returned.**
- As covered in point 1 above, Parents / Carers are asked to keep themselves up to date with local news and discuss potential dangers / risks with their child. This should include what they should do if they are concerned / worried about something that happens to them on the way to home. Please also explain to them that they should always be vigilant and especially when using their mobile phone. If anything suspicious was to happen on the way then this should always be reported to the school or police.

3) Collection by older sibling / relatives

- The school will not release any child to be collected by someone who is younger than **14 years of age**.
- Any sibling / relative collecting your child **MUST be on the schools contact list**. To add a new contact we will require your written authority either by email to office@arkovalprimary.org or by completing a form that can be obtained from the school office.
- If we believe that someone has come to collect who is younger than 14 years of age then the child will be placed in After School Club until we have been able to contact the Parent / Carer and an alternative arrangement has been made.

4) Authorised collection of your child as a one off or emergency situation

- We understand that on occasion emergencies happen and that the nominated Parent / Carer may be unable to collect. If you wish someone other than an authorised and known school contact to collect your child in an emergency you **MUST** email the school office office@arkovalprimary.org before 2.30pm to provide the FULL name and contact number of the person collecting your child on that day. *You may provide a password if you so wish.*
- If you wish your child to be collected by someone other than yourself on a more regular basis then their details must be recorded on our school system as a known contact and someone who has permission to collect. **See point 3.**
- N.B If someone other than a known contact arrives to collect your child or we have not received the email notification in an emergency situation, your child will be placed in After School Club until contact can be made with a known Parent / Carer.

N.B - Your child MUST be collected on time. Our After School Club is not a drop in facility. This is for Parents / Carers that have signed up to use the club on a regular basis on certain days each week and the supervision of that club is staffed accordingly.

Dangerous parking outside the school

Can I also take this opportunity to remind you about the law regarding parking on the yellow zig zag lines outside the school. Signage states that you are not allowed to park on these lines during the hours of 8-9.30am and 2.30 - 4pm. If identified as parking on the yellow lines during these time then you could be liable for a fixed penalty fine.

More importantly, the lines are there to safeguard our children from fast moving traffic and parked cars which in turn block visibility of our children as they arrive at school

If you have any questions or queries regarding the school policy in these areas please do not hesitate to contact us but please be mindful that at all times our primary concern is to safeguard our pupils.

Yours sincerely,

Toby Martlew
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