



*Our Lady of Lourdes Catholic Primary School.  
Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS.*

*Telephone 01702 475689*

*Email: office@ourladyoflourdes.southend.sch.uk*



Dear Parents,

### **Keeping Children Safe at home time**

Some children have been given permission by their parents to walk or cycle home from school, if you have not already done so, please supply a letter to the office or to your child's class teacher to confirm this arrangement so that we are clear of the parental permission and so this can be circulated to all staff who maybe dismissing your child at three o'clock.

We know that children and parents make arrangements after school for different people to collect children at home time. Once again, to ensure that teachers are not handing children over to another parent without parental consent, can you provide a note for the class teacher or email the office with these arrangements. You will appreciate how busy school life is at home time so these notifications must happen at the beginning of the school day.

We have had a number of parents kindly offer to take a child home when a parent has been late, however, **we cannot release a child in our care to another adult without expressed parental permission, please.**

Our Early Years Team are ensuring that each family has an individual password for instances where a different individual is collecting their child.

Many thanks for your support,

Mrs Sally Nutman

Executive Headteacher

*Executive Headteacher: Mrs Sally Nutman  
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