

Bitterley C of E Primary School Academy 2-11



Bitterley, Ludlow, Shropshire, SY8 3HF

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Thursday 11th November 2021

Dear parents and carers,

Your child should be in school by 8.55am and you are given a 15-minute period of time to ensure their punctual arrival. Children who arrive late often find it hard to settle into their work, can feel embarrassed and may have missed the start of their lesson. This can lead to anxiety and upset.

We are constantly reviewing our policies and procedures in school to ensure safeguarding is at the heart of all we do.

Please read the following information carefully so that you are able to fully support the safe arrival and departure of all children.

If you arrive at school after 9:00am, please ring the buzzer and a member of staff will open the gate. Please ensure you bring your child to reception where they will be greeted and a member of staff will record why they are late. They will then ensure that your child has a school lunch if needed.

Please don't take them directly to the classrooms as this is not our safeguarding procedure.

Any correspondence related to a change in end of day arrangements needs to be sent to the admin email address, unless in an emergency situation, by 1pm. This will then be passed to the appropriate member of staff.

School will always assume that any child on the bus register is travelling on the bus at the end of the school day, even if the children tell us something different. This is to avoid confusion and inconvenience to parents. If your child is on a bus register and you do not wish them to travel on the bus, you need to inform the school using the admin email address by 1pm.

If you have made alternative arrangements for your child to be picked up from school by anyone other than a parent, please send this information to the admin email address by 1pm. Unless permission is given, school will not release any children to anyone other than a recognised parent.

Thank you for your continued support.

M Halstead

