

Mission Statement Motto: *Building relationships with God and each other, working hard in faith and hope to give our best in all things*

HOLY CROSS CATHOLIC PRIMARY SCHOOL

Daiglen Drive, South Ockendon, Essex RM15 5RP

Tel: 01708 853000

Email: office@holycrossprimary.thurrock.sch.uk

Website: <http://www.holycrossprimary.com>

Headteacher: Mrs Sandra Power BA(Hons) NPQH



Monday 16th September 2024

Dear Parents,

I am writing to you today to request that you provide us with the names of any adults who will collect your child at the end of the school day. It is essential that we have this information on record to ensure the safety and security of all our pupils.

As you are aware, our school has a strict policy regarding the collection of children. We require that all pupils be collected by a responsible adult who has been previously identified and authorised by the parent or guardian. This is to safeguard the wellbeing of your child and to prevent any potential issues or misunderstandings.

Please provide us with the full names of any adults who may need to collect your child, along with their relationship to the child (e.g., grandparent, childminder, etc.). This information should be submitted by completing the form attached to the school office as soon as possible. If there are any changes to the list of authorised adults throughout the school year, please notify us immediately.

Please remember children from Reception and key stage one must be collected by an adult aged 16 or over, children from key stage 2 must be collected by an adult or a sibling aged 14 or over, based on parental decision. If your child is in years 5 or 6, please indicate if you have already consented for them to walk home alone.

Your cooperation in this matter is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact the school office.

Sincerely,

Mrs Power

Headteacher, Holy Cross Catholic Primary School



Mission Statement Motto: *Building relationships with God and each other, working hard in faith and hope to give our best in all things*

Child's Name - _____ Class - _____

Day	Named Adult / Sibling	Relationship
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signed - _____ Date - _____

