



# Appleby Primary School

Station Road  
Appleby-in-Westmorland  
Cumbria  
CA16 6TX  
Tel: 017683 51431

22<sup>nd</sup> February 2018

Dear Parents & Carers,

## Safeguarding of Children

When school finishes at 3.10pm children need to be collected from their nearest exit from school and not asked to go to sibling's classrooms/cloakroom to meet an adult there.

If your arrangements with your child are that you meet them outside the front of school, in the playground or allow them to walk home unaccompanied then these do not need to change but children must always come back into school if they cannot find their adult.

School finishes at 3.10pm, if children are not collected promptly we will contact parents and place the children into afterschool club, parents will be invoiced by Maxine Ransom, Buzz Club Manager for the time their children are with her. If you know you are running 5 minutes late due to traffic etc. please ring school so we can reassure your child while they wait.

Please could we also remind you that no children (including those of secondary school age) are allowed to play on school premises outside school hours without adult on the premises with them. You will recall that in February 2017 a letter was sent home explaining that this decision was made by the Governing Body after a number of incidences of children falling out, getting hurt or upset and of damage being made to school property. We ask you to continue to work with us in this matter and respect the decisions made by school governors.

If you have any concerns regarding any of the above please come and speak to me.

Regards

Rachel Pearson  
Headteacher

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Headteacher	Chair of Governors	Office Administrator	School Business Manager
Mrs. R. E. Pearson	Mrs. S Lightfoot	Mrs. R. Bousfield	Mrs. D. Parkin

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