



*In the Light of Jesus  
we Learn to Shine*

# St. Joseph's Catholic Primary School

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St. Alban

Catholic Schools' Partnership

Dear Parents and Carers,

## School Travel Arrangements for Pupils

At St. Joseph's Catholic Primary School, we do our very best to maintain contact with you and to ensure the safety of your children at all times whilst they are in our care. Arrangements for the collection of the children at the end of the school day are monitored closely by staff. However, I am writing to remind parents of their responsibility to ensure that adequate arrangements are in place and that all children are fully aware of what to do at the end of the school day.

**KS1 children must be collected by a named adult(s)**; please note that older siblings or any known person under the age of 16 is not permitted to collect your child. An increasing number of **KS2** children are travelling to and from school unaccompanied by an adult. This is parental choice but if you would like your child to walk or travel by bus on their own, then you must let the school know **in writing**.

**The school policy is that any child, for whatever reason, left at the end of the day must return to school and go to the main office.** A member of staff will then contact parents or designated carers using the information you have provided. If you know you are going to be late please phone the school office before 3.15pm (KS1) or 3.20pm (KS2) so that we can make your child aware. **Please note it is essential that all contact details are accurate, it is the responsibility of all parents to inform the school of any changes.**

At the close of the school day the side gate by Year 4 is opened at **3.15 pm** and locked at **3.45 pm**. The **Blundell Road entrance and other access gates** are opened at **3.05 pm** every afternoon and **all perimeter gates are closed by 4.00 pm**. Staff on duty, the Site Agent and the School Crossing Patrol Staff ensure that any child left on school premises by 4.00 pm will be taken to the school office.

Thank you for your consideration in this important matter of pupil safety.

Yours sincerely,

*M Murphy*

Mrs. M Murphy  
Headteacher

