



Headteacher: Mrs N Kadwill
Chairman of Governors: Mr. P Hodges

telephone 01268 755456 fax 01268 795604
email admin@jotmanshall.essex.sch.uk
www.jotmanshall.co.uk

Thursday 2nd November 2017

Dear Parent/Carers

Occasionally after school extra-curricular clubs at Jotmans Hall Primary are cancelled at short notice, due to unforeseen circumstances. On these occasions the Office Staff have a standard procedure to follow to ensure the safety of the children involved.

The Office Staff will:

- Send a text by Parent Mail informing Parent/Carers that the club has been cancelled and children need to be collected from school at 3.10 p.m.
- Try to contact Parent/Carers by telephone to inform them that the club has been cancelled
- Ensure that the message concerning the clubs cancellation is relayed to the children through the child's Class Teacher and that the children are reminded to come back into school and inform the Office Staff that their Parent/Carers have not arrived to collect them.

When children come back into school to report to the Office Staff that their Parent/Carers have not arrived at school to collect them, this then sets in motion another Safeguarding procedure. The Office Staff will then telephone the named people on the child's contact list.

Recently a club was cancelled and a child's Parent/Carers did not pick up the messages from the school and the child waited outside the school, until another Parent/Carer took them home. This meant that the school and the Parent/Carers were unaware of the child's location, until they were contacted by the other Parent/Carer.

There are also occasions when Parent/Carers arrive after 3.10 p.m. to collect their children from school, due to unforeseen circumstances e.g. traffic problems.

Therefore I am writing to ask please could you remind your children, that if the person who is collecting them from school, does not arrive at the school at 3.10 p.m. the children must come back into school and inform the Office Staff, so that the necessary procedures can be initiated to ensure the child's safety.

Also if you see another child waiting for their Parent/Carer after school has finished, please can you remind the child that they should go back into school and inform the Office Staff. If the child refuses, please could you come into school and inform us that there is a child waiting for their Parent/Carers.

Thank you for your support in helping us keep all our children safe.

Yours sincerely

Mrs N kadwill
Headteacher

