



## St Columba's Catholic Primary School

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23 September 2015

Dear Parent/Carer

### **COLLECTING CHILDREN FROM AFTER SCHOOL CLUBS.**

**TO ENSURE THE SAFE COLLECTION OF CHILDREN** from the increased number of after school clubs school runs, I have changed the arrangements for collecting children from them. The new arrangements will be as follows:-

**CLUBS THAT MEET IN THE HALLS.** At the end of the session the children taking part will be changed and asked to sit at the end of the hall they are in opposite the exit doors. The doors will then be opened by the coach and parents invited to come into the hall, walk to their child and lead him/her out ideally by holding his/her hand. **This makes it easier for the coach to see who is with whom.** The coach will then stand by the door and ensure no child leaves on his/her own.

**CLUBS THAT MEET IN CLASSROOMS.** At the end of the session, the children taking part will be lined up in the corridor by the After School Club door. Parents should give the name of their child to the staff on duty when they see that their child has lined up in the corridor. Your child will then be sent out to his/her parent/collector.

**WITH THE INCREASING NUMBERS OF CLUBS BEING RUN, at the end** of the school day it is proving more difficult to ensure the safe collection of pupils. I am hoping that these arrangements will make this easier to ensure this.

P Spillane  
Headteacher.