

# Kingsway Infant School

North Approach, Watford, Hertfordshire WD25 0ES.

Headteacher: Mrs Caroline T-Walmsley

Deputy Head: Miss Donna Byrne

Telephone: 01923 675005

Email: admin@kingsway.herts.sch.uk



Dear Families,

## SAFEGUARDING OF PUPILS

At Kingsway Infant School the Governors and Staff take seriously their responsibilities with regards to the Safeguarding of Pupils.

I would like to take this opportunity to update Parents regarding the school's procedure and would appreciate your assistance to ensure these may be carried out effectively:

- Pupils in all classes must be collected by an adult. Children **will not** be released to a sibling under 18.
- **After School Clubs:** If your child is not attending their after-school activity, please send a short note or telephone message to the office. Each club has its own register and to assist the club leader with their registration process the admin staff will update the register throughout the school day. Should your child not arrive for their club and without explanation a telephone call will be made to ascertain the child's whereabouts.
- To enable us to be certain who is on school premises at any time Parents are asked to wait outside until the session ends. The club leader will directly 'hand-over' your child at the door when the club has finished.
- Parents of children attending after school clubs and activities are respectfully asked not to come inside to collect children and/or to open the door to allow other parents inside.
- **Traffic:** Parents **must not** drive through the school gates **at any time**. Please park your car and walk the short distance up to school.

Thank you for assisting us with our practices at school which in turn help us to keep **your** children safe.

Yours sincerely,

*Caroline T-Walmsley*

Caroline T-Walmsley,  
Headteacher



University of Hertfordshire | working in partnership to promote excellence in teacher education



Every Child Matters