



The Crescent Primary School

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1st March 2024

Important Update Signing children in and out of school

Dear parents/carers,

Following an update of our signing in/out system and as a safeguarding measure, from Monday, we are requesting that parents/carers, under the guidance of a member of the Office Team, sign children in/out using our electronic system.

Collection

Children leaving before 3.25pm must be signed out by **the person collecting**. This includes children attending appointments or leaving due to illness. Signing out may take a minute, so please leave extra time when collecting children for an appointment. A member of the Office Team will be available to assist when needed. Children **must** be signed in by the parent/carer when returning from an appointment.

We politely request that, where possible, appointments are made outside of the school day.

Late Arrival

Children arriving after 8.55am will continue to be signed in by either Mrs Walker, our Attendance Officer, or a member of the Office Team. This process will eventually be replaced by the electronic signing in system and parents of children arriving late will be asked to sign their children in to school.

Your continued support is appreciated while we implement this new system.

Kind regards

The Office Team

Working Together – Learning for Life



Hampshire
County Council

