



# BOGHALL PRIMARY SCHOOL

## Safe Arrivals at Schools Policy

As we have had several families who have not followed the procedures I felt that it was important to make you aware of what we need from you regarding absence - and the procedures we must follow if you do not make contact.

1. If your child is to be absent from school you must contact us at the office at the start of the school day - prior to 8.50am if possible - but by 9.45am at the latest
2. If you do not make contact we try to make contact with you
3. If you do not reply we try your emergency contact numbers
4. If we fail to get anyone - we will contact the Safe Arrivals Team - and someone will visit your house.
5. If you are not in the house - we will contact the Police and they will use all contacts/addresses to talk to you.

REMEMBER - this is about making sure your child is safe

You must make sure that we have up-to-date contact details for you - AND your emergency contacts

Thanks for your support in this very important matter