



Temple Meadow  
Primary School  
Growing together, learning together

## Temple Meadow Primary School

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Headteacher: Ms C. Walsh

Our Ref: CW/CH

Wednesday 7<sup>th</sup> February 2024

### Early Pupil Collections during School Day

Dear Parents/Carers

We understand that on occasions, you may need to collect your child early from school; this may be due to your child being unwell or having a medical appointment.

As we continue to improve our safeguarding culture, we will now require a person collecting (if not known to the School Office), to provide some identifiable information to be confirmed in order to help us verify the person collecting your child.

I'm sure you will agree that the safe handover of your child is critical and we do therefore ask for your patience and understanding whilst our School Office Team complete these important checks.

Yours sincerely,

**Ms Walsh**  
**Headteacher**



Artsmark  
Silver Award  
Awarded by Arts  
Council England

