



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

To foster spiritual growth in Christian faith and values
To value, appreciate and enjoy learning
To work for excellence
To further curiosity and creativity
To aspire to high ideals

Safeguarding

Uncollected Children Procedure

Aim:

To ensure the safety of pupils and support parents

Lower School and Little Pedlars

Pupils who are not collected from the Back Gate are taken back to the Boarding House and signed in there. Parents then sign them out when they collect them.

Senior School

Pupils not collected by 4.00pm at the Back Gate are sent back to the Boarding House by the teacher on duty. Parents then sign them out when they collect them.

Bus Pupils

Pupils from Kings Lynn and Downham Market are transported on school mini buses with drivers employed by the school. If drivers are ill or mini buses required for other activities, arrangements are made for the Sisters to transport children in cars. Mr Keating sometimes uses his own 7-seater car to transport children.

As there are Sisters and Boarding House Staff, pupils can always be looked after until parents can be contacted.

Parents sign their child out before leaving.

Parents are contacted if pupils are distressed or not collected after 4.30pm.

Monitoring & Review

Senior Management Team will annually review any instances of pupils being left.

(Prepared June 2008 DPW / Jan 2013 SG; Feb 2015, Sr F; review Feb 2017)