4th April 2019

Dear parents,

Further to our March newsletter and as we close for the Easter holidays here are a few updates for your information.

**Online Payments - SchoolMoney**

Our online payments will be starting after the Easter holidays. You should all have received your welcome text and email message which was sent out this week. We hope that you have been able to log on to the SchoolMoney website. If you have had problems and need help please speak to someone in the school office. Please note that all your mobile phone numbers and email addresses need to be up-to-date for this to work. For any parents who may find this difficult, they can attend our Information sessions listed below.

Please note that online payments are not for school meals. Online payments for school dinner money will be starting in the Autumn term in September 2019.

**Safeguarding Information—Photographs of parents and other contacts**

We have been reviewing our arrivals and collections procedures and in order to improve our existing systems and routines we would now like to start collecting photographs of all parents and other adults who regularly collect your child from our school to keep as a record to ensure safe dismissal at the end of the school day.

A pink form was sent out to parents on Wednesday 3rd April. Please complete this form and attach photographs of everyone who collects your children, including parents. This should be returned to the school by Friday 26th April

**Electronic photographs – Photography sessions**

We also require an electronic photograph of all parents and contacts to put on our database. We will be holding photography sessions within the school on the following days after Easter to make this easy to manage within the school. In the meantime for any new pupil admissions this will be a standard process. For the purposes of GDPR we will need your permission to use your photograph for our records.

**Information/Photography Sessions in school – for whoever is able to attend**

- Wednesday 24th April from 9.00am – 11.00am – Nursery/Reception/Year 1 parents
- Thursday 25th April from 9.00am – 11.00am – Year 2 parents/Year 3 parents
- Friday 26th April from 9.00am – 11.00am – Year 4 parents/Year 5 parents

If parents are unable to come to the school during these allocated session, you do have the option of sending your photographs by email listing child’s name, class and contacts name and also providing your permission. Please send to admin@blair-peach.ealing.sch.uk

**Collection of your Child by others after school**

If for any reason someone else is collecting your child after school, please phone the school office BEFORE 3pm and let us know the contacts name and relationship to the child and request them to come to the School Office. We have recently had too many phone calls from parents at short notice and would like to ensure that your child is dismissed safely after school.

Many thanks for your co-operation in this matter.

Our school closes on Friday 5th April at 2.00pm. Please collect your child promptly at this time. Wishing you all a very Happy Easter break.

Mrs. A. Puri
Headteacher