

Alba Cathay Chinese School – Policy for picking up children

The safety and welfare of all our children are vital to our school. A child may be exposed to various risks if not being collected on time. Therefore the school sets the following policy for picking up children:

1. Every parent should be in the school to collect his/her child at least 10 minutes before the child's teacher session is due to finish.
2. If you are unable to collect your child on time, please make sure that you arrange someone to step in on your behalf. If you are not able to do that, call the school's emergent number **(07884542008)** at least 10 minutes before the end of your child's class. The parents on Rota or one of the school's management committee members will do their best to help.

We hope this makes our policy clear, and thank you for your cooperation in this matter.