



**TANNAGHMORE PRIMARY SCHOOL**  
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2<sup>nd</sup> December 2023

Dear Parent/Guardian,

To improve our suite of Safeguarding practices, we have introduced a new electronic pupil sign in/out system at our school office.

This system will be used by parents/guardians to register the following pupil actions -

- A late arrival
- An early departure
- A return to school eg. following an appointment earlier in the school day

This new electronic system will ask the accompanying adult for the following information –

- Pupil name
- Reason for late arrival/early departure/returning details
- Class teacher
- Full name of accompanying adult. Please do not enter ‘Mum/Dad’

If your child is late for school i.e. after the school gates have been closed at 9:15am, parents are asked to accompany their child into the school reception area and complete the registration as outlined above. Please **do not** drop your child off outside the building and leave him/her to enter reception unaccompanied.

All information will be stored securely and will be accessible only on a need to know basis as per GDPR procedures.

This new system of recording pupil movement in/out of school will commence on Monday 4<sup>th</sup> December.

In anticipation of your co-operation.

Principal

