

Keeping our children safe

Date 16.1.26

If you are concerned about a child, please contact a member of our safeguarding team. Our safeguarding team attend regular training to ensure their skills are up to date.

Our Designated Safeguarding Leads are listed below:

Designated Safeguarding Lead:

Mrs S Grant (Headteacher)

Deputy Designated Safeguarding Leads:

Mrs J Ramshaw (Deputy Headteacher)

Mrs C Allen (EYFS Lead)

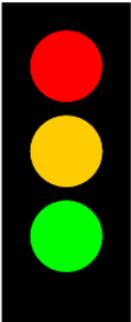
Mrs R Cunningham (Family Partner)

Miss J Milonas (Class Teacher)



COLLINGWOOD PRIMARY SCHOOL

TRAFFIC LIGHT SYSTEM



What zone is your child in?

IMPORTANT
Attendance Information
For Parents

TRAFFIC LIGHT SYSTEM

RED - PERSISTENT ABSENCE

All students whose attendance falls **below 90%** will be included in this category. This means that legal action may be taken

AMBER - IN NEED OF IMPROVEMENT

All pupils whose attendance is **between 90% - 95.99%** will be included in the Amber category. Clear evidence shows that pupils with this level of attendance are at risk from under achieving. Attendance monitoring will begin to attempt to prevent legal action.

GREEN ZONE - EXPECTED ATTENDANCE

All students whose attendance is **above 96%** are part of the Green Zone which recognises good to excellent attendance.

[It's Cool To Learn At School!](#)

Attendance

Attendance is a vital part of keeping children safe and helping them thrive. When children are in school every day, they build routines, feel part of their class community and make stronger progress both academically and emotionally. Even small amounts of absence can affect confidence and friendships, so regular attendance gives children the best chance to succeed.

At Collingwood, we expect all pupils to attend school at least 96%. Punctuality is equally important as a child who is late is also missing out on learning opportunities and lost learning. Being punctual is also a good discipline as it supports organisation and good timekeeping both of which are vital skills for the future. A pupil arriving late for a lesson not only misses learning but also causes disruption for the other pupils in class.

If your child has a medical appointment that cannot be arranged around the school day, please remember to inform the school office.

The importance of a good night's sleep

A good night's sleep is essential for children's learning, behaviour and overall wellbeing. When children are well rested, they can concentrate better in lessons, manage their emotions more easily and have the energy they need to enjoy school. Lack of sleep can lead to difficulty focusing, increased irritability and lower motivation.

To support healthy sleep, you can help by:

- Creating a regular bedtime routine
- Keeping bedtimes consistent—even at weekends
- Limiting screen time for at least an hour before bed
- Making the bedroom calm and comfortable.
- Encouraging quiet activities such as reading or listening to gentle music before bed can also help children wind down.

A well-rested child is ready to learn and thrive each day.

AGE GROUP	HOURS PER NIGHT
Infants 4 - 12 months old	12 - 16 hours per 24 hour period
Children 1 - 2 years old	11 - 14 hours per 24 hour period
Children 3 - 5 years old	10 - 13 hours per 24 hour period
Children 6 - 12 years old	9 - 12 hours per 24 hour period
Teens 13 - 18 years old	8 - 10 hours per 24 hours



Pupil Collection Policy

Children in EYFS and KSI must be collected by an adult who is the primary care-giver or who has been given written permission to do so by the primary care-giver.

Children in KS2 may walk home by themselves if the primary care-giver has given written permission for this and staff are satisfied that the particular child will be adequately safeguarded.

Permission may be sought, from a member of the school safeguarding team, for children to be collected by an older sibling (no younger than 14 years old).

The primary care-giver should inform school of any changes to the collection arrangements.

A member of staff may decide not to allow a child to go with a particular adult if there are any safeguarding concerns.

Parents may provide school with a secret password that only people with the authority to collect children will know (children should not be aware of this password.)

In exceptional circumstances, where contact cannot be made with the primary care-giver, a member of staff may decide to accompany the child home - either on foot or in their car with an escort (following the driving risk assessment).