Waltham Toll Bar Academy

DECEMBER 2025

PARENTAL SAFEGUARDING NEWSLETTER 2025

COLLECTING STUDENTS FROM SCHOOL

On the next page you'll see the arrangements for collecting students during the school day.

To assist with this, please can you ensure the names and contact numbers of EVERYONE you want to be able to collect your child are provided to the school with accurate contact information.

Returning in January:

All children are due to return to the Academy on Monday 5th January 2026. All students will have an induction when they return which will cover the school safeguarding team and arrangements. If you, or your child, has any questions regarding the school safeguarding team we advise you to contact your child's Head of Year at the Academy

01472 500505

ENQUIRIES@TOLLBARACADEMY.CO.UK

Sending pupils home in the school day

What we ask students to do…

Unwell in the school day	Have been suspended.	Appointment in the school day.
• If a student feels unwell, they must let their teacher know. A student must also tell the teacher if their symptoms get worse. • Feeling unwell doesn't have to be physical illness – if a student is worried or anxious which is making them feel unwell – a student must speak to a teacher or other trusted adult in school, ask for help; we will always help. • Attend the medical centre when asked to do so.	• Ensure you have written an account of what happened before you are collected. • Wait with a member of senior staff/HOY/inclusion until it is time to be collected. • Attend student services when the person collecting you arrives.	• Remind form tutor on the day of the appointment. • Ask teacher to check register to ensure they know you have an appointment. • Attend student services at the collection time for your appointment and await collection.

What we ask parents to do…

Please do ensure that the nominated emergency contacts have for your child are up to date and feature people who have your trust to collect and supervise your child if they become unwell at school. You can update the emergency contact for your child by emailing enquiries@tollbaracademy.co.uk or **Tel: 01472 500 505.**

Child is unwell in school	Child suspended.	Appointment in the school day.
If we contact you because your child is unwell, collect your child or make arrangements for a nominated emergency contact to help. Ensure your child is supervised by yourself/trusted adult when they are sent home. The school **will not** send a pupil home on their own if they are unwell – even if a parent asks us to do so. We have a duty of care as a school.	Collect your child or make arrangements for a nominated emergency contact to help. The school **will not** send a pupil home on their own if they are unwell – even if a parent asks us to do so. We have a duty of care as a school.	Inform us in advance by email enquiries@tollbaracademy.co.uk or Tel: 01472 500 505 Press Option 1 attendance line to inform us of an essential appointment. *Please tell us your child's name, form, time, date, venue of and reason for the appointment (e.g., Doctors/Hospital), collection time and who is collecting your child.* The school **will not** send a pupil home on their own if they are unwell – even if a parent asks us to do so. We have a duty of care as a school.
Go to reception on arrival. Reception will check ID and direct you to the **medical gate** to collect your child. Medical team staff will escort the student to the gate.	**Go to reception on arrival.** Reception will check ID and direct you to the **student services gate** to collect your child. Student services staff will escort the student to the gate.	Collect your child or make arrangements for a nominated emergency contact to collect your child, to take them to and from the appointment. **Go to reception on arrival.** Reception will check ID and direct you to the student **services gate to collect your child**. Student services staff will escort the student to the gate.
Contact us if your child is to unwell to attend school the next day or if you are updating us on an emergency situation involving your child via enquiries@tollbaracademy.co.uk or **Tel: 01472 500 505 Press Option 1** attendance line. If you have any doubts about your child's fitness to attend school, general advice for parents can be found here Is my child too ill for school? - NHS (www.nhs.uk)	Attend the reintegration meeting following the suspension with your child.	Upon return from an appointment in the school day, the student is to attend reception to sign back in school.

Bikes: If a student came to school on a bike, it can be collected with the help of Custodians from the bike sheds when a student is collected, or arrangements can be made for it to be stored safely at the Academy until it can be transported home.

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STAYING SAFE OVER CHRISTMAS

Christmas and the New Year is an exciting time for many people. However, it can also be a challenging time for people. Some tips for people to stay well over the festive break are; to keep up a good routine, find the opportunity to take some healthy exercise and always try and speak to someone if you are feeling worried or anxious.

Studies have found that over the Christmas break the screen time young people experience increases significantly and there is a rise in online scams targeting young people shortly after Christmas. Good advice to follow is to ensure that you never share personal or bank details with anyone via the internet and to be careful with online adverts for products that seem "too good to be true" such as very low prices or giveaways. Parents are encouraged to speak with students about these online risks and check what they are purchasing via the internet.

CYCLING OVER CHRISTMAS

As we get into the winter period the nights are much longer and darker. Evidence suggests this is the time of year where there are more road accidents involving young cyclists and motorists. If your child is cycling during the evening, they are encouraged to wear reflective clothing and have a light on their bike. A helmet is very strongly encouraged by all leading cycle safety organisations for students biking both in evenings and during the day. Wearing a bike helmet is shown to reduce risk of serious injury by 69%.

BE SWITCHED ON

The Police have launched a new platform supporting adults and young people with safety of their devices. Initially targeting London, the platform offers advice for both Apple and Android phones and how to increase their security settings. At a time of year when there is an increase in new devices being registered, we suggest having a look at their guidance for safely protecting these expensive pieces of hardware.

Be Switched On | Metropolitan Police

MENTAL HEALTH AND WELL BEING SUPPORT WEBSITES

kooth
Kooth is a free online service offering emotional and mental health support for children and young people
www.kooth.com

Compass GO
COMPASS GO...
(01472) 494250
Compass GO... mental health support teams provide support, help & advice for issues related to emotional health & mental wellbeing. Compass GO... work in all schools in NEL offering group & 1:1 support.

YOUNGMINDS
The voice for young people's mental health and wellbeing
Parents Helpline: 0808 802 5544
Website: www.youngminds.org.uk
@YoungMindsUK

Whatever you're facing this World Mental Health Day, remember, you don't have to face it alone.
Call Samaritans for free any time on
116 123
SAMARITANS

ChildLine
0800 1111

navigo

For more information, please look at our Mental Health and Well Being bulletin on our website.

01472 500505

ENQUIRIES@TOLLBARACADEMY.CO.UK

At National Online Safety we believe in empowering parents, carers and trusted adults with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one issue of many which we believe trusted adults should be aware of. Please visit www.nationalonlinesafety.com for further guides, hints and tips for adults.

ONLINE CONTENT

10 tips to keep your children safe online

The internet has transformed the ability to access content. Many apps that children use are dependent on user-generated content which can encourage freedom of expression, imagination and creativity. However, due to the sheer volume uploaded every day, it can be difficult for platforms to regulate and moderate everything, which means that disturbing or distressing images, videos or audio clips can slip through the net. That's why we've created this guide to provide parents and carers with some useful tips on keeping children safe online.

1 MONITOR VIEWING HABITS

Whilst most apps have moderation tools, inappropriate content can still slip through the net.

2 CHECK ONLINE CONTENT

Understand what's being shared or what seems to be 'trending' at the moment.

3 CHECK AGE-RATINGS

Make sure they are old enough to use the app and meet the recommended age-limit.

4 CHANGE PRIVACY SETTINGS

Make accounts private and set content filters and parental controls where possible.

5 SPEND TIME ON THE APP

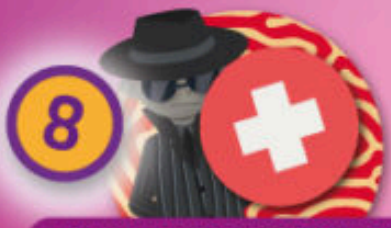
Get used to how apps work, what content is available and what your child likes to watch.

6 LET CHILDREN KNOW YOU'RE THERE

Ensure they know that there is support and advice available to them if they need it.

7 ENCOURAGE CRITICAL THINKING

Talk about what people might post online and why some posts could cause distress.



8 LEARN HOW TO REPORT & BLOCK

Always make sure that children know how to use the reporting tools on social media apps.

9 KEEP AN OPEN DIALOGUE

If a child sees distressing material online; listen to their concerns, empathise and offer reassurance.

10 SEEK FURTHER SUPPORT

If a child has been affected by something they've seen online, seek support from your school's safeguarding lead.

National Online Safety®

#WakeUpWednesday

Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 16.09.2020