



Dear Parents/Carers

In line with the School's Safeguarding Policy, I am writing to clarify procedures regarding the end of the school day.

Please arrange for your child to be collected at the end of the school day; 3.10pm for children in Reception and 3.15pm for all other children.

Please do not request to pick up your child before the end of the school day unless for exceptional circumstances (such as hospital appointments). In such situations, you may request permission in advance by completing a form from the office; requests will be discussed with the class teacher and/or Mrs Martin. You may be asked to collect your child at a particular time in order to minimise the disruption to classes.

Late to collect your child

We understand that occasionally there will be circumstances which lead to parents being late for pick up, and where possible we request that you contact the school office on 01453 88323 to let us know.

Child is to be collected by someone else

If your child is in Reception to Year 3 and they are being picked up by someone different to usual, please could you either forward a note to your child to pass to their teacher or bring in a note to the office staff. If your child is in Year 4 or above, we assume that if you have made different arrangements and told your child, they will be able to let the teacher know as they are leaving school.

If, however, your arrangements change during the day and your child does not know who will be picking them up, please inform the school office regardless of which year they are in. We request that you contact the school before 12.30 so that a note can be put in the school registers for the relevant teachers. It is not always possible for the office staff to leave the office in the afternoon, particularly if there is only one member of staff in there. We will not be able to release your child to another parent/carer if you have not informed the school.

Walking home without parents (Years 4-6)

By the time the children move to Years 4, 5 and 6, the school encourages the children to be more independent in terms of arrival and collection from school. This arrangement is also in place to support our working parents/carers and those who wish their children to walk home unaccompanied.

A number of the children from Years 4, 5 and 6 elect to walk home with their friends. In this instance parents/carers must give their written permission for this to take place, (please see attached form). Equally, those parents/carers of pupils in Years 4, 5 and 6 who wish their child to cycle/scoot to and from school independently must also indicate this on the attached form, with the understanding that they assume responsibility for their children in this situation.

If you have already completed a form giving permission for your child to walk home from school, that information is still held by the school and is still valid for this year unless you inform us that the situation has changed.

If you have not previously completed a form, and wish your child to travel home independently, please complete the attached form by Monday 24th September.

Walking to school without parents

If you allow your child to walk, cycle or scoot to school on their own you do not need to make the school aware.

Missing at Registration

If a child does not turn up for registration, and the school office has not received a message explaining why, we will endeavour to contact you to ascertain why your child is absent. It is therefore very important that you follow the guidelines on reporting children absent from school:

- If your child is ill, please ring the school on 01453 883123 (option 1) before 9am leaving your child's name, class and reason for absence. If your child has had sickness or diarrhoea, please note that they cannot return to school until 48 hours after the last episode. If you expect your child to return by lunchtime and would like to order a school lunch for them, please indicate that in the message.
- If your child arrives to school late, please report to the school office so they can get signed in before they go to their classroom.

After School Clubs

Children in Years 1, 2 and 3 attending an after-school club will be taken to the school gate and dismissed in the same way as at the end of the school day. Parents of children in Years 4, 5 and 6 who wish their child to walk home after a club, should fill in a permission form and return it to the school office. If a Year 4, 5 or 6 child is not collected, they are expected to safely return to the school (making an adult aware) and the same procedures for contacting parents will apply as at the end of the school day. If your child usually attends a club but cannot make it one week, please ensure they let the teacher in charge or office staff know.

Updating Information

Periodically, the school will request updates from parents regarding all issues of safety, e.g. contact details, collection details and medical information. It is your responsibility to keep the school informed of any changes.

Thank you in advance for your co-operation.

Kind regards

Corinne Martin
Head Teacher

End of Day Collection Arrangements for Pupils in Years 4, 5 & 6

Permission to walk home

I give permission for my child _____ to walk home independently **at the end of the school day** and understand that I assume responsibility for this situation.

Signed: _____ Date: _____

Print: _____

I give permission for my child _____ to walk home independently **following after-school clubs** and understand that I assume responsibility for this situation.

Signed: _____ Date: _____

Print: _____

Permission to Cycle / Scoot to and from School Independently

I give permission for my child _____ to cycle to / from school independently and will ensure that he/she wears a helmet and understand that I assume responsibility for this situation.

Signed: _____ Date: _____

Print: _____