



Dear Parent/Carer,

Safeguarding children is vitally important to us. Whilst our OFSTED inspection this year was extremely positive about our safeguarding arrangements and we do meet present criteria, the geography of our school is quite challenging at times and we have been considering ways in which we can continue to further safeguard our children at pick-up time.

Most children are picked up from school every week-day by a person known to the school and the child. Some children, generally those in Year 5/6, are given the independence to walk home or to an agreed collection point.

- The school expects children to be collected at the end of the school day, which is 3.10 p.m. for Key Stage One and 3.15 p.m. for Key Stage Two.
- **If your child is in Buttercup or Sunflower class** the arrangement is the same and you will collect your child directly from those classes (**there is no requirement to fill in a consent form**) However, if you are asking somebody else to pick up your child and this is not a known arrangement please inform your child's class teacher. This can be done by telephone, via the school office or in the morning when you bring your child to school.
- **If your child is in Poppy, Forget-Me-Not or Bluebell class** the arrangement is the same-staff will come out into the KS1 playground with their class and the children will only leave their care with a responsible adult (**there is no requirement to fill in a form**). Again, if you are asking somebody else to pick up your child and this is not a known arrangement please inform your child's class teacher. This can be done by telephone, via the school office or in the morning when you bring your child to school. If you are late your child will be taken back into school to wait.
- **If your child is in Hazel or Sycamore class**, we ask that you sign a form if you wish your child to walk home on their own. As previously stated, the expectation is that this is more likely to happen in Year 5/6, but of course is parental choice. Members of staff will come out with the children into the KS1 playground and the children will be expected to stay in their vicinity until collected by their responsible adult **unless** written permission to walk home has been received. If you are late your child will be taken back into school to wait.
- **If your child is in Silver Birch class**, we ask that you sign a form if you wish your child to walk home on their own. As previously stated, the expectation is that this is more likely to happen

in Year 5/6, but of course is parental choice. A member of staff will come out with the children into the Junior playground and the children will be expected to stay in their vicinity until collected by their responsible adult **unless** written permission to walk home has been received. If you are late your child will be taken back into school to wait.

- **If your child is in Beech, Maple or Oak class**, we ask that you sign a form if you wish your child to walk home on their own. A member of staff will come out with the children into the Junior playground and the children will be expected to stay in their vicinity until collected by their responsible adult **unless** written permission to walk home has been received. If you are late your child will be taken back into school to wait.

The safety and well-being of the children in our care is of utmost importance to us and we are confident that you will be happy to support these small changes by returning the form attached, **depending on which class your child is in**, as soon as possible but at the latest by Monday 11th September.

Thank you.

Yours sincerely

Judith Ratcliffe

A handwritten signature in black ink, appearing to read 'J. A. Ratcliffe', written in a cursive style.

Headteacher