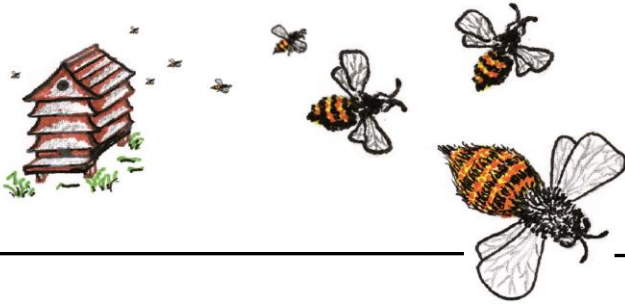


Dear Parent/Carer,

Safeguarding children is vitally important to us. We are continually evaluating our safeguarding procedures in school to ensure that all children are safe under our care. At this stage of the year, it is always useful to reiterate the school's procedures for the end of the school day.

- The school expects children to be collected at the end of the school day, which is 3.10pm for EYFS and Key Stage 1 and 3.15pm for Key Stage 2.
- **Buttercup and Sunflower class:**
 - Please collect your child directly from those classes.
 - Members of staff will come out into the early years area with their class and the children will only leave their care with a responsible adult.
 - If you are asking somebody else to pick up your child and this is an unknown arrangement, please inform your child's class teacher. This can be done by email, telephone or in the morning when you bring your child to school.
 - If you are late, please contact the school as soon as possible. Your child will be taken back into school to wait.
- **Poppy, Forget-met-not and Bluebell class:**
 - Members of staff will come out into the playground with their class and the children will only leave their care with a responsible adult.
 - If you are asking somebody else to pick up your child and this is an unknown arrangement, please inform your child's class teacher. This can be done by email, telephone or in the morning when you bring your child to school.
 - If you are late, please contact the school as soon as possible. Your child will be taken back into school to wait.
- **Hazel and Sycamore class:**
 - Members of staff will come out into the Key Stage 1 playground with their class and the children will only leave their care with a responsible adult.
 - If you are asking somebody else to pick up your child and this is an unknown arrangement, please inform your child's class teacher. This can be done by email, telephone or in the morning when you bring your child to school.
 - If you are late, please contact the school as soon as possible. Your child will be taken back into school to wait.





- Whilst this is more likely for children in Year 5/6, if you wish your child to walk home on their own please complete the consent form attached. Children will only be able to walk home on their own if we have received a copy of your consent form.

- **Silver Birch class:**
 - Members of staff will come out into the Key Stage 2 playground with their class and the children will only leave their care with a responsible adult.
 - If you are asking somebody else to pick up your child and this is an unknown arrangement, please inform your child's class teacher. This can be done by email, telephone or in the morning when you bring your child to school.
 - If you are late, please contact the school as soon as possible. Your child will be taken back into school to wait.
 - Whilst this is more likely for children in Year 5/6, if you wish your child to walk home on their own please complete the consent form attached. Children will only be able to walk home on their own if we have received a copy of your consent form.

- **Beech, Maple and Oak class:**
 - Members of staff will come out into the Key Stage 2 playground with their class and the children will only leave their care with a responsible adult unless we have received a copy of your consent form.
 - If you are asking somebody else to pick up your child and this is an unknown arrangement, please inform your child's class teacher. This can be done by email, telephone or in the morning when you bring your child to school.
 - If you are late, please contact the school as soon as possible. Your child will be taken back into school to wait.

The safety and well-being of the children in our care is of upmost importance to us. Please complete the form attached, depending on which class your child is in, as soon as possible but at the latest by Monday 14th September.

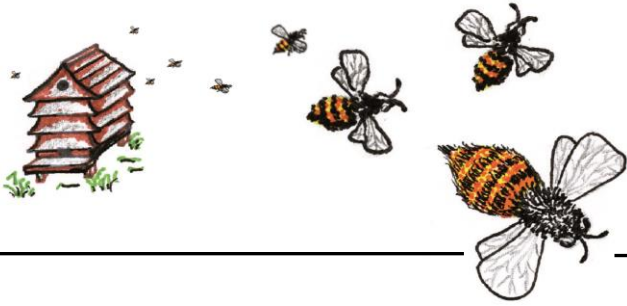
Yours sincerely,

A handwritten signature in blue ink that reads "R. J. Street".

Richard Street

Headteacher





PARENTAL CONSENT FOR CHILDREN TO LEAVE SCHOOL WITHOUT A RESPONSIBLE ADULT AND WALK HOME ON THEIR OWN AFTER SCHOOL

(This form should not be completed by parents of children in EYFS or Year 1 and 2. If your child is in Year 3 and 4 completing this form is of course parental choice but it is more likely for children in Year 5 and 6.)

| | |
|--|--|
| NAME OF CHILD | |
| ADDRESS | |
| TELEPHONE NUMBER | |
| CLASS | |
| I GIVE PERMISSION FOR MY CHILD TO WALK HOME ON THEIR OWN AFTER SCHOOL | |
| NAME OF PARENT/CARER | |
| SIGNATURE OF PARENT/CARER | |
| DATE | |

