



Thursday 8<sup>th</sup> March 2018

Dear parents,

As part of our on-going safe-guarding procedures and in conjunction with pupil safety, we wanted to capture an accurate picture of each individual child's arrangements for leaving the school at 3.30pm.

In recent weeks, we have seen a change in patterns with many of our children and as a school, we are currently relying on the information being provided by children as to the end of day arrangements. As you can imagine, this is not good practice and as a school, we feel it essential that each class teacher has a firm grasp on what each child's arrangements are for returning home at 3.30pm each evening.

Attached to this letter is an, "End of day procedures" form which **MUST** be returned to school no later than Friday 16<sup>th</sup> March 2018. Whilst I appreciate that this may take up to 5 minutes to complete, I am sure you will all agree that these forms are in the best interests and safety of the children, it is certainly not a data collection activity. Unfortunately I will have to ask for each individual child to return their form, a family return will not support class teachers in dismissing children at the end of each day.

We appreciate that circumstances change on a regular basis and therefore, if you complete the form attached and something changes then all we ask is that you write or phone school to alert us to these changes. Without this information, we will be unable to release your child to these alternative arrangements until we have spoken to you directly.

The bottom section of the form is designed for Year 5 & 6 children only as we advise, in the strongest possible terms, that pupils below these years do not have arrangements for walking home alone.

Many thanks for your support in such an important matter. Should you have any queries regarding this information then please do not hesitate to contact me prior to Friday 16<sup>th</sup> March 2018.

Yours sincerely

Mr R. Cruise

Headteacher



International  
School Award

*"Happy children, inspired learners"*

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# END OF DAY PROCEDURES



Full name of child: \_\_\_\_\_ Child's date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Class teacher: \_\_\_\_\_ Year group: \_\_\_\_\_

Please give below the name/address and contact telephone number(s) of any adults who will collect your child, including yourselves, at the end of the school day. This means not only on a regular basis but anyone who may collect your child during the year (including after school provision):

First Name	Surname	Address	Relationship to child	Telephone Number(s)

If you wish to give permission for your child to walk home from school alone or with an older sibling, please give details below.

I give permission for my child to walk home alone:

I give permission for my child to walk home with the following people:

First Name	Surname	Address	Relationship to child	Telephone Number(s)

Name of person with parental responsibility: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*If these arrangements change, please let your child's class teacher know, so that we can update your child's records accordingly.*