

Head Teacher: Mr D Barrow

Mortimer Road
Kenilworth
Warwickshire
CV8 1FS
01926 854450

www.st-johns.warwickshire.sch.uk

8th May 2015

Dear Parents and Carers,

END-OF-DAY COLLECTION ARRANGEMENTS

Following an incident when a child walked home in error (rather than waiting to be collected by an authorised adult), I wanted to reiterate arrangements for the end of the school day. These will take effect from Monday 11th May.

Reception – Year 4:

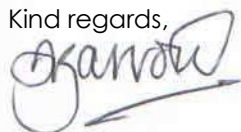
From now on, all children in Reception, Years 1, 2, 3 and 4 will be handed over to an adult who is known to us and who is on a list of authorised adults. Please indicate below who is authorised to collect your child from school on a regular basis. Please also let your child's class teacher know if collection arrangements have changed, e.g. collected by an adult who isn't known to us or by a friend's parent. If, for any reason, a child hasn't been collected by an authorised adult, they will be taken to the office and parents will be contacted.

Years 5 & 6:

We encourage children in Years 5 and 6 to become increasingly independent, so appreciate that some of them are allowed to walk home unaccompanied. If this is the case, please indicate this on the slip below. If your child must wait to be collected by an adult, please indicate this on the slip below, along with who is authorised to collect your child. We will reiterate to the children in Years 5 and 6 that, if the adult they are expecting does not arrive, they should come straight to the office. Please reinforce this at home.

It goes without saying that the children's safety and welfare is of the utmost importance, so thank you for your co-operation with this.

Kind regards,



Mr D Barrow
Head Teacher

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END-OF-DAY COLLECTION ARRANGEMENTS

Name of child: Class:

Adults authorised to collect my child are:

Name: Relationship to child:

Name: Relationship to child:

Name: Relationship to child:

Years 5 & 6 only:

I give permission for my child to walk home unaccompanied.

My child will always be collected by an authorised adult unless I inform you otherwise.

Signed: Date: