



Wednesday 9th September 2015

HOME TIME ROUTINES

Dear Parents and Carers

I hope everyone is settling back to school. To help with the safe release of our pupils at the end of the school day, please complete and return the attached reply slip outlining the names of everyone who has permission to collect your child. This may include grandparents, child-minders, older siblings, neighbours etc. This information will be referred to each day at home time.

If there is a change in the usual person who collects your child please inform Mrs Lamont in the Office who will pass this information to the relevant member of staff.

If you are happy for your child to walk home or to be collected outside the school grounds or leave the school grounds unaccompanied please indicate this clearly.

I am sure you appreciate members of staff usually have classes, clubs or meetings to attend in the afternoon therefore it is important children are collected promptly. **To avoid distress to pupils please contact school if you are running late.**

The aim of our procedures is to ensure that all children are collected safely and promptly at the end of the school day.

As a reminder, our After School Club is available from 2.00-3.00pm and 3.00-4.00pm every day for only £2.50 per hour.

Please talk to your children about your home time arrangements and let them know each morning who will be collecting them at the end of the school day.

R Smith
Principal

Home Time Routines

Child: _____ Class: _____

My Child has permission to leave the school grounds unaccompanied

The following have permission to collect my child:

Signed: _____ Date: _____