

The Coppice Primary School

6th September 2017

Dear Parents,

Our school has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they depart at the end of the school day.

Accordingly, in light of the ongoing expansion of the school, we will constantly be reviewing our procedures for the arrival and collection of children.

We are currently updating our records and would ask you to name the authorised collectors of your child(ren) on the attached form and return it to your child's class teacher as soon as possible. If there are any changes to these arrangements, for example if a new collector who is not named on the list is picking up a child, parents should inform the school office. If this contact is not made, the child will not be released to the collector. In addition, when the new collector arrives, the child will also be asked to identify the collector as someone known to them. Year 5 and 6 children will only be allowed to walk home by themselves if we have received written permission from parents/carers. You can give your permission by signing the appropriate section (also on the attached sheet). Following NSPCC guidance, we will not allow Years 5 or 6 children to be responsible for escorting younger siblings home. Following the same advice, the NSPCC recommend siblings who take responsibility are 16 or over.

After school clubs

Arrangements for collections from after school clubs will be made by individual club organisers.

Late collection

Children whose parents are late will be taken to the office and parents will need to use the main entrance to collect them from there. If no contact is made with parents/carers by 4.30pm, a member of staff will contact Children's Services Referral Team for advice.

Thank you in anticipation of your understanding and co-operation.

Yours faithfully,



Mr. W. Hutt
Deputy Head

Collection of children at the end of the school day

Name of child(ren).....

.....

Class.....

I authorise the following people to collect my child(ren) from school:

Name & relationship to child:

1.....

2.....

3.....

4.....

Parental signature.....

Date.....

If there are any changes to these arrangements please inform the school in writing. In the case of emergencies/last minute changes please phone the office on 01564 826709 or text on 01564 432005.

Y5 and 6 children will only be allowed to walk home by themselves if we have received written permission from parents/carers.

**I give permission for my child.....in Class.....
to walk home by themselves.**

**Parental
signature.....Date.....**