

# Grove Road Primary School



Thursday 8<sup>th</sup> September 2016

Dear Parents/Carers,

## Collection arrangements

As it is the start of a new school year, we are asking you again about the current collection arrangements for your child. This is so that we have the correct information, to ensure your child's safety.

For children from Reception up to Year 3, we will only release the children at the end of the day when we see an adult that we know usually collects the child. If you know that someone different will be collecting your child we ask that you let either the class teacher or school office know this in advance if possible. On the reply slip below you can let us know if you have a child in Year 3 you would like to walk around to meet a sibling in another class within the school site.

For children in Year 4 to Year 6, we release the children to go at the end of the day, but ask them that if they are usually collected and no one is there to meet them, they return to their classroom and a member of staff will wait with them until they are collected. We understand that some pupils walk round to meet younger siblings, and some older children may also walk home by themselves or with friends.

**Please could you complete the reply slip below** to indicate your usual end-of-day collection arrangements and **return it to your child's class teacher by Thursday 15<sup>th</sup> September**. Please complete one per child.

Yours sincerely,

Katie Reeve  
Assistant Headteacher

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### End of day collection arrangements – 2016/17

Name of child \_\_\_\_\_ class \_\_\_\_\_

My child will usually: (please tick and then complete as indicated)

Be collected by \_\_\_\_\_

Attend Topkidz or a club regularly on \_\_\_\_\_

(Years 3 - 6) walk round to meet a sibling in class \_\_\_\_\_

(Years 4 - 6) walk home or part of the way home on their own / with friends

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