

Grove Road Primary School



Tuesday 5th September 2017

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 in years 5 and 6 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 12th September.

Please complete one per child.

Kind Regards

The Admin Team

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End of day collection arrangements – 2017/18

Name of child _____ Class _____

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

Be collected by _____

Attend Owls or a club regularly on _____

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

(Years 5 - 6) walk home or part of the way home on their own / with friends

Signed _____ Date _____