

The Coppice Primary School

Dear Parents of pupils in Years 1-6,

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.

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 by tomorrow or Friday at the latest. 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 that the collector is someone known to them.

Year 5 and 6 children will only be allowed to walk to school and home by themselves **at the start and end of the school day** if we have received written permission from parents/carers. Please complete the attached form for your new teacher even if you gave consent to their Year 5 teacher last year. You can give your permission by signing the appropriate section (also on the attached sheet). **Please note though that we will not allow Year 5 and 6 children to walk home alone during the school day for appointments. On these occasions, parents must collect and escort their children and return them to school after the appointment.**

Following NSPCC guidance, we will not allow Year 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. We have however had a couple of requests for secondary age pupils to be allowed to escort younger siblings home. Although we strongly back the NSPCC guidance, we do recognise that ultimately this is a parental choice. Therefore, provided that parents sign to say that they give permission for their secondary-age pupil to collect a junior age child, we will allow it. Under no circumstances though will an infant-aged child be allowed to leave with a secondary aged pupil under the age of 16.

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. **We therefore ask all parents/carers to ensure that they are on time to collect their child or to inform us if there is an exceptional reason for why this can't happen.**

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

Yours faithfully,

Mr. W. Hutt
Head teacher

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

Year 5 and 6 children will only be allowed to walk home by themselves if we have received written permission from parents/carers.

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

_____ Parent/Guardian _____ Date