



Headteacher: Mrs A Dunn
Deputy Head: Mrs L Drummond

T: 01924 767066
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W: <https://www.headlandscofeschool.co.uk>

9th September 2021

Dear parents and carers,

Re: Changes to End of Day Procedures

At Headlands CE Junior, Infant and Nursery School we take our safeguarding responsibility very seriously. We want to ensure our school remains a safe and happy environment for everyone.

Following a review of the end of day collection procedures, I would like to share with you some amendments to the routines for collecting your child from school at the end of the day.

New collection Points for Key Stage 2 (years 3, 4, 5 and 6)

From Monday 13th September children will leave school from the following exits:

- 3 Willow - classroom door
- 3 Pine - cloakroom (current exit)
- 4 Birch - classroom door
- 4 Ash - cloakroom (current exit)
- 5 Sycamore - cloakroom (current exit)
- 5 Maple - classroom door
- 6 Oak - classroom door
- 6 Cedar - 6 oak classroom doors

From Monday 13th September parents and carers should collect children from the collection point, listed above. **Class teachers will not allow children to leave until they can see the adult who has permission to collect them.** Parents of pupils in Years 6 may wish to give permission for their child to leave the premises independently; please see separate letter to year 6 parents.

Permission to Collect

It is important that we know who has permission to collect your child. This evening your child will bring home a 'Permission to Collect' form (see attached). **Please could you complete this form and return it to the class teacher by Monday 13th September.** Please note, your child will not be allowed to leave with anyone who is not listed on this form unless we have been notified.

Thank you in advance for your cooperation and support. It is important that we work together to keep all children safe.

Kind regards,

Ashleigh Dunn
Headteacher

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Permission to Collect

Please complete the details below and return to the class teacher.

Child's Name:

Who collects your child from school is important to us and to the child. Children need to know who is collecting them at the end of the day. We as a school need to know which adults are authorised to collect your child.

Please list below those adults who are authorised to collect your child/children from school (other than yourself).

Name Relationship

Name Relationship

Name Relationship

Name Relationship

Name Relationship

Parent/Carers Name.....

Signature.....

Date.....

Your child will not be allowed to leave with anyone else, unless we have been notified.

These details may be amended at any time by visiting the school office and providing additional information. If for any reason, an adult not on the "agreed list" will be collecting your child (for example, if they are going to a friend's house for tea), you are asked to let us know, either in person, in writing or by telephoning the school office with details of the collecting adult.

We will not release a child into the care of any adult who is not authorised.

