

Dear Parents and Carers,

End of School Day Collection Arrangements at End of School Day

As a school we are always reviewing how our procedures can be improved to ensure our children are safe. With this in mind, please could you read the following and complete the attached form.

Some of our children walk home alone at the end of the school day and others are collected by yourselves, other family members, friends or may attend an after school club.

We will be asking you to confirm if you are happy for your child to walk home alone or if they will be collected. If they are collected, we would like you to provide us with the names of who may regularly collect your child (please include your own details). This information will be given to your child's class teacher.

Please be advised that if you normally allow your child to meet you in the car park, or on the road outside of school, you will need to tick 'walking home alone', as this will allow your child to leave school without an adult.

We understand there may be occasions when someone different needs to collect your child and we would ask you to inform us as soon as possible by calling the school office on (02392) 463 663.

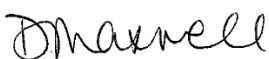
If your child attends the **3.30pm** swimming lesson with Hayling Swimming School or Karate in the MaD Studio and you are not walking over with them, you will need to add 'Hayling Swimming School' or 'Karate' on the attached form as a person who is authorised to collect your child.

If your child attends Active8 Minds after school club, please add 'Active8' as a person who is authorised to collect your child.

If your child attends an after school club run by our school staff, and is unable to attend a session, it is very important that you call the school office, as soon as possible, if they are unable to attend.

If you have any questions, please do not hesitate to contact the school office team who will be happy to help.

Kind regards,



Mrs Donna Maxwell
Headteacher

Permission Form - End of School Day Arrangements

Child's Name:

Class:

I give permission for my child to walk home alone at the end of the school day:-
(Please note this includes walking outside the school grounds to the car)

OR

My child must be collected by: - please complete below:

Name of Person Collecting Child (please include your own details)	Relationship to Child

Parent/Carer Signature:

Date:

Print Name: