

Dear Parents and Carers,

We would like to remind you of the procedures for collecting children at the end of the school day to ensure safety and smooth transitions.

Collection from the Yard

All pupils who do not have permission to walk home alone must be collected from the school yard. This is the only designated area for pick-up.

Children Walking Home Alone

Pupils with prior permission to walk home independently will leave the yard accompanied by a school adult and exit via the drive (not through the main school entrance).

Front Office Access

Unfortunately, we cannot allow anymore additional families to collect children via the front office. This area cannot be monitored effectively and our office team must remain available for essential duties.

Appointments and Early Collection

If your child has an appointment during school hours, you must inform us in advance and provide proof (e.g. an appointment card/ text confirmation). Pupils should not be collected early without a valid reason and supporting evidence as this results in lost learning time.

Office Staff Availability

Our office staff are extremely busy and cannot leave their post to collect children from classrooms or other areas of the school. Please ensure you follow the agreed procedures to avoid disruption.

Thank you for your cooperation in keeping our pupils safe and ensuring the smooth running of the school day.

Yours faithfully

A handwritten signature in black ink, appearing to read 'I. Tankard', is enclosed within a thin black rectangular border.

Mr Ian Tankard
Executive Head Teacher