

East Farleigh Primary School

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Vicarage Lane
East Farleigh
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Dear Parents

END OF SCHOOL PROCEDURE FOR CLASSES R, 1 & 2

We constantly review our safety and security procedures and would like to inform parents of the following:

Class R parents must wait in the Class R play area
Class 1 & 2 parents may wait on the playground

As you can appreciate it is very difficult to hand every child over to their parents or carers individually, especially as we are aware that many parents ask their child/ren to walk down the Lane or wait for siblings. We understand that your arrangements may also change from day to day. It is imperative that you inform the school if there is any change to the collection routine ie if another person will be collecting your child. We will pass this message on to your child. Please would you also ensure that we have your current telephone numbers, including mobile numbers.

We would be most grateful if you could make it very clear to your child where you expect to meet them at the end of the school day and who will be meeting them.

In the event of the child being unable to find you at your pre-arranged rendezvous they should always return to the school office where they will be supervised until you can collect them. Please impress this upon your child.

If your child is being collected by Harlequin After School Club, then please make sure you inform the school, including the class teacher. Harlequin will collect your child/ren from the playground, where a carer will be waiting for them.

We are aware that a few children meet older brothers and sisters outside KS 2 classrooms and that some children are collected outside the school gate or walk down the hill. If this is the case with your child we would be grateful you could complete the attached form.

Yours sincerely

P Sapwell
Headteacher

My child (name) is allowed to leave the school to be collected outside the gate or
on the hill

My child (name) is allowed to wait in KS2 for an older child.

Signed:

Date:

