Dear Parents and carers,

At West Acton we are continuously reviewing our safety procedures. As we become a bigger school, we are aware that busy times at the beginning and end of the school day means that some of our younger children may be more vulnerable. Therefore we need to ensure that the arrangements for the beginning and end of the school day are as safe as possible.

We would therefore kindly like to remind parents that children in Nursery and Key Stage 1 (Reception, Year1 and 2) should not be left unattended in the playground before school. Children in year 5 and 6 can bring younger siblings into school, but only children in years 3 and 4 and no younger.

Our recommendation is that only children in Years 5 and 6 are allowed the privilege of being able to walk home without an adult. If you want younger children to walk home alone please make an appointment to see Mrs Appelby.

It is also our recommendation that younger children (Nursery and KS1) should not be collected by high school aged siblings and that we will only send KS2 children with siblings that are over 14 years of age.

We would like to make sure that our records about who is allowed to collect your child and which children are allowed to walk home without an adult, are up to date. Please could we ask you to complete the slip attached and return it to your child’s class teacher. If you change the arrangement in the future please contact us so that teachers have the correct information. Remember that we will never release a child to someone we don’t know unless you have given us prior permission.

Thank you for your support and co-operation in helping us to keep the children safe.

Yours sincerely,

Mrs E Appelby
Headteacher
End of school day arrangements

Child’s full name ____________________________________________

Class _____________________________________________________

(Please tick)
☐ My child will be collected from school by the following authorised people

________________________________________________________

________________________________________________________

________________________________________________________

OR

☐ My child is in Years 5 or Year 6 and I judge that my child can be trusted to walk straight home on their own, at the end of the day

Signature _____________________________ (parent /carer)

Date ____________________________