



West Acton Primary
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Head Teacher: Ms K. Kondo

Dear Parents and carers,

At West Acton we are continuously reviewing our safety procedures. 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.

All children should be supervised, by parents/carers, in the playground before and after school – especially if they are using the play equipment. Pre- school age children should be held onto at all times so as to avoid getting separated from parents/carers during this busy time.

Only children in Year 5 and Year 6 are allowed to walk home without an adult – however this requires permission from parents/carers – please complete the separate form about this and hand it in to the office.

Children in Nursery, Reception and Year 1, 2, 3 and 4 must be collected by an adult.

We must have up to date contact details for you - please ensure that we have numbers that are current and working, as well as names and numbers of alternative emergency contacts. We will not release a child to someone that we don't know unless you have given you prior permission.

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

Yours sincerely,

Ms K Kondo
Headteacher



Sustainable Travel
Accredited &
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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 _____