



BROAD OAK COMMUNITY PRIMARY SCHOOL

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Executive Headteacher: Mrs Inez Morse
Head of School: Mrs Claire Kinsella
Chair of Governors: Mr Andrew Ratcliffe

September 2018

Dear Parent/Carers,

Arrival at school and Collection at the end of the School Day

Your child's safety in school is a high priority for us and with sometimes darker evenings and colder weather we need to keep up to date arrangements for children both entering and leaving school.

Arrival

Our school day starts promptly at 9am and children need to be entering the class at 8.55 to hang up coats and settle ready for registration.

The playground is not supervised until 8:45 am. **Please do not leave your child alone in the playground before then.** There is a breakfast club available from 7:45 until 8:45 which provides nutritious foods, as well as supervision. We lock the school gates as promptly as we can at 9am and any parents running late may have to enter or leave via the front conservatory entrance.

Departing School

Our duty of care extends to handing over children to an adult known to the child at the end of the school day.

All children in Elm & Rowan Classes are handed over by the class teacher but we appreciate that older children may have your permission to walk home; some are collected by childminders. We would prefer parents of the older children to park and then come into the playground to collect them rather than have the children linger outside the school gates trying to spot where the parent is parked.

We would like to formalise these arrangements in order that our system for your child's safety is as robust as possible and to avoid any distress or anxiety. With this in mind please fill in the slip attached for our records and return as soon as possible. This will also help clarify arrangements when someone other than the usual class teacher is dismissing the class.

Going home with someone else

If your child is to be collected by someone other than the normal adult please telephone, e-mail or let us know in the office. Additionally there are little yellow slips to fill in with any altered arrangements, say for example if your child is going to tea with a friend. These can be found in the main school hall next to the dinner sign-up sheets and by the school office.

Please let me know if you have any questions and concerns. Thank you for helping us keep the children safe whilst in our care.

Mrs Claire Kinsella

Head Of School



End of Day Collection Arrangements School Year 2018/2019



Child's Name:

Class:

My child will be collected by me

Other adults who may collect my child regularly (please state full names)

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-
-

My child will be collected by Taxi/Mini Bus Transport on the following days

(please delete as necessary)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I give permission for my child to leave the school grounds to meet me/ walk home alone and understand that as they leave the class at 3.15pm the school is no longer responsible for their safety

Other Relevant Information:-

Signed:

Parent/Carer

Date: