

Tuesday 1<sup>st</sup> November 2022

**RE: Collecting your child from school**

Dear parents and carers,

Last half term, we had a number of questions regarding who can collect children from school. Our Collection from School Policy has been sent to you via email and is also available to view on our website here: <https://www.chapelstreetprimary.co.uk/our-school/policies/>

*You can also request a paper copy of any letter or document from the school office free of charge. Please speak with the office team directly for this.*

We would like to raise the following important points which are included in the policy:

- All children should be collected from school at 3.15pm by a parent/carer from either the child's classroom door (or established pick-up point for Year 6 and class 2C)
- Children under the age of 16 will not be allowed to collect children from Nursery, up to and including, Year 4.
- If your child is being collected by a different person, you must tell your child's class teacher and notify the school office no later than 2pm

**Walking Home Alone**

Parents/carers **MUST** provide school with written consent if you want your child to walk home alone. Children in Years 5 and 6 can walk home alone. Children in younger years will not be allowed to walk home alone, even with parental consent, for safeguarding reasons. (additional consent will be needed if they are leaving school from an After School Club)

If you have any questions or concerns, please don't hesitate to speak with the school office.

Kind regards,

Mrs K Pilling  
Deputy Headteacher

