



Coleham Primary School

For every child, an Excellent Education

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Headteacher: Ms C Jones

5th November 2018

Dear Parents/carers,

School Pick Up

We thought it would be a good idea to clarify our 'Collection procedures' as the school office regularly receives phone calls regarding the picking up of children.

We operate a separate policy for our Reception children, given their young age and the fact that we are getting to know these children and families. Reception parents are required to inform staff each time an alternative person is due to collect their child, on a daily basis, if there is no record of set picking up arrangements. If staff have not been informed of any change, (even if they know the person collecting), they will contact the parents before releasing the child.

Once children reach Year 1 and beyond, class teachers will release children to a known adult. This may be a person who is known to the school and/or a person that the child knows well and is comfortable to go home with. There is no requirement to contact school and let us know that a family member, friend or other parent is collecting your child, unless you would like us to let your child know beforehand, that there has been a change to arrangements.

Only children in Years 5 and 6 are allowed to walk home and we must have the parent's written permission to do this at the start of the year.

Class teachers will always supervise children, until the last child has left and they are available to talk to parents at the end of the day. The collection points and exits are listed below:

EYFS	Classrooms
Year 1 & 2Y	Classroom Fire doors
2X & Year 3	Side door KS1 playground
Year 4	Side door KS2 playground
Year 5	Side door KS2 Playground. Walk home alone/independently.
Year 6	Children leave via front double doors. Walk home alone/independently.
Clubs	Main entrance or outside side gates. Must be collected.

With the winter weather approaching (snow and ice), there may on occasions be changes to drop off and collection points but we will always leave a sign to inform you of this at the normal place.

We hope this information is useful. Please be assured that the safety of our children is paramount and we will always check with parents before releasing a child if we feel we need to take that extra precaution.

Yours sincerely

Tracy Othen

Business Manager