



St Mary's Church of England Primary School
Fowler Road, Islington, London N1 2EP

'Believe and Achieve'

Secure Collection Arrangements

Friday 16th October 2015

Dear Parents and Carers,

As I know you are aware, we place the safety and well-being at the heart of everything we do as a school. We are determined that our procedures to keep children safe are in-line with the best practice.

We are constantly reviewing our practices and plan to enhance our procedures for the end of day arrangements, particularly in relation to who is allowed to collect your child at the end of the school day. This will help to ensure a high level of consistency and clarity, for parents, children and staff.

If your child is sometimes collected by someone other than yourself then please read this letter carefully.

From **Monday 2nd November 2015**, the following procedures will come into effect:

- Children can only be collected by an authorised adult.
- The school must have in writing the names and details of any authorised adults who you permit to collect your child on a regular basis. These adults will then be allowed to collect your child unless written permission is subsequently withdrawn.
- In an emergency, the school will permit parents to telephone to inform the school of alternative (nonregistered) adults who may collect their child. However this should only be in an emergency and not a regular occurrence.
- Children may only 'walk home alone' if the parent/carer has completed a consent form.

Many thanks for your continued support to keep our children safe.

Please return the attached form by Thursday 22nd October 2015

Kind regards,

Laura Mayende



St Mary's Church of England Primary School
Fowler Road, Islington, London N1 2EP

'Believe and Achieve'

Secure Collection Form

Child's name

Date of birth

Form completed by

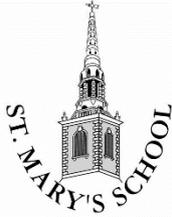
Parent/Carer signature

Date form completed

Children can only be collected by authorised adults named below.

The school must have in writing the names and details of any authorised adults who you permit to collect your child on a regular basis. These adults will then be allowed to collect your child unless written permission is subsequently withdrawn. In an emergency, the school will permit parents to telephone to inform the school of alternative (nonregistered) adults who may collect their child. However this should only be in an emergency and not a regular occurrence.

	Name of adult	Relationship to child	Contact details	Any comments
1.				
2.				
3.				
4.				
5.				
6.				



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'Believe and Achieve'

Walk home without supervision form

Child's name

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Date of birth

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Dear Year 5 and Year 6 Parents and Carers,

For the safety of children we expect all children to be collected from school to ensure they reach home safely.

If you choose to allow your child in Year 5 or Year 6 to leave the school premises at the end of the day (either 3.30pm at the end of the school day or 4.30pm for an after school club) without supervision, please indicate this by completing (where applicable with a ✓ and/or X) and signing the permission statement below.

I give permission for my child to leave the school premises and walk home without supervision:

- at the end of the school day
- at the end of an after school club
- When school ends at 2pm at the end of term.

Form completed by

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Parent/Carer signature

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Date form completed

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