



Ambleside Primary School

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PROCEDURES FOR COLLECTING CHILDREN AT THE END OF THE SCHOOL DAY

Dear Parent/Carer

We have become aware that we need to provide information with regards to our end of the day procedures for releasing children. It is vital that we have our systems for this as robust as possible as confusion can lead to children either staying at school when they are expected to go home or going home alone when they are meant to be collected, which can cause distress and anxiety. Our procedures differ depending on the age of the children and are as follows:-

Nursery, Foundation and Key Stage 1

Children in these phases of school are **not** allowed to leave school at the end of the day unless they are accompanied by an adult. The class teacher will hand over children to the designated adult at the door.

Key Stage 2 (Classes 6 – 15)

Children in this phase of the school **are allowed** to leave school unaccompanied at the end of the school day and unless the school has been informed otherwise by the parent or carer the class teacher will release the children onto the yard at 3:15pm.

If you have a child in Key Stage 2 it is important that we know whether or not your child will be collected at the end the day. To provide this information could you please complete and return the slip below. A list of children will then be compiled and displayed in each class.

If you do want your child to stay in the classroom until they are collected it is important that you also make your child aware of this so that they know not to leave until an adult arrives for them.

Thank you for your continued support

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_____ (name of child) _____ (class number)

Please tick as appropriate:

Will be collected at the end of the school day

Is allowed to leave school unaccompanied

I will also be collecting the following children before collecting the child named above (please write names and class numbers).

_____ (name of parent/carer) _____ (signed)