



September 2024

Dear Parents,

Home Time Arrangements

I would like to clarify my expectations regarding home times to ensure that the safety of all pupils is our highest priority. In order to ensure this I would ask that you **complete the attached form and return it to us as soon as possible**. Please remember that the end of school day is 3.15pm.

1. We need you to inform us **in writing** who will be meeting your child from school on an average day (see attached form).
2. If there is a change to the above you **must** inform us in writing, as no child will be permitted to go home with any other adult unless **you** have informed us. We understand that some decisions may be made on the spur of the moment e.g. your child might be invited round to a friend's house to play after school. If this is an **exception**, then a verbal instruction directly from you to the class teacher will be acceptable, or please contact the school office otherwise please send in a note. This will avoid confusion and assist the teacher at the end of the day.
3. Please do not send Class Dojo messages about home time arrangements as the teachers are working with children and do not pick them up during the day. Also, we have no guarantee that an email received is actually from you.
4. If you use a child minder or nanny, it is essential that the class teacher knows in advance if they are to collect your child.
5. If you wish your child to walk home alone then you **must** send in a written note advising the teacher of your instructions. Without a note, a child will have to stay at after school club until you arrive to collect them and you will be charged the fees accordingly.
6. A verbal message from the child will not be acceptable.

Thank you for your help and support as we prioritise the children's safety.

Yours sincerely,

Mrs A Scott

Executive
Headteacher



Home Time Arrangements

Child's Name

Class.....

The following adult(s) will collect my child/ren from school most days / every day.
You may list more than one adult here, including grandparents and child-minders, if they are part of the regular routine.

Any exception to this will be given to the class teacher **in writing**.

Day	Adult(s) collecting	Relationship to child/ren
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signed.....
(to be signed by the person with legal responsibility for the young person)

Date.....