

# ENGAINES PRIMARY SCHOOL AND NURSERY

St Osyth Road East  
Little Clacton  
Essex. CO16 9PH



Telephone No. 01255 860210  
Email.admin@engaines.essex.sch.uk

Headteacher: Mrs. Cherry Curle

Dear Parents and Carers

## **End of School Day Collection Arrangements**

To ensure the end of day arrangements are safe for our children please note the following:  
The children will exit the school from the following points:

**KS1 children** will be collected from KS1 door, next to Mrs. Elmer's classroom as usual.

Miss. Waltham's Class (Year 3) – will come out through their outside classroom door  
Mr Lehain's Class (Year 3/4) – will come out through their outside classroom door  
Mr. O'Brien's Class (Year 4/5) – will come out via KS2 door as usual  
Miss Warnes Class (Year 5) – will come out via KS2 door as usual  
Mrs. Wainwright's Class (Year 6) – will come out via KS2 door as usual  
Mr. Rosset's Class (Year 6) – will come out through their outside classroom door

A member of staff will only dismiss the child if an appropriate adult is waiting in the playground. For this reason, please complete the attached slip below detailing who will be collecting your child.  
We are aware that some of the Year 6 children make their own way home: this is parental choice, but this does need to be made clear on the reply slip.

If for any reason someone else is collecting your child, you must let the school know by phone to the office or notify the member of staff on the door on the morning.

These arrangements are only for the end of the school day: for discos etc., arrangements will be as usual.

**Please return the reply slip by Friday 21st September** as these new arrangements will start from then.

Yours sincerely

Mrs C Curle

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Arrangements for collection of ..... (Child's Name) Class .....

Adults that will regularly pick up my child:

Name: .....Relationship to the child: .....

Name: .....Relationship to the child: .....

Name: .....Relationship to the child: .....

I give permission for my Year 6 child to walk home on their own (delete as needed) Yes/No

Signed .....Parent/Guardian

Engaines Primary & Nursery School fully complies with information legislation. For full details of how we use your information please see our website, or call 01255 860210



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