



ENGAINES PRIMARY SCHOOL AND NURSERY

Headteacher: Mrs Cherry Curle

Confident
Happy
Empathetic
Resilient
Inquisitive
Supportive
Honest

6th September 2021

Dear Parents/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:

Reception Children will be collected from their gate.

KS1 Children will be collected from KS1 door, next to Mrs Nunn's classroom.

KS2 Children will be collected from the playground at 3.15pm

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 10th September as these new arrangements will start from then. If you have anything urgent then, please contact the school office.

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

SignedParent/Guardian

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