



## Collection of children from Our Lady & St. Gerard's Primary School

As you are aware safeguarding plays an integral role in the modern primary school. The principle of keeping children safe and happy is one of vital importance to the staff and Governors at Our Lady & St. Gerard's Primary School.

In order to ensure that all our children are safe when they leave the school at the end of the day I would like to remind parents of our school procedures. If your child is in a Foundation or Key Stage 1 class we expect your child to be collected by a responsible adult. In Key Stage 2 we appreciate the fact that many parents like to give their child more independence and some children walk home on their own, whilst some children are still collected by an adult. In Key Stage 2 your child will be released from the classroom door, we remind children to come back into school if no adult is there to collect them.

In order to ensure that we safeguard your child as much as we can I would like to remind parents that it is your responsibility to let us know who will be collecting your child from school or if there are any changes to usual arrangements. In order to ensure that we have comprehensive records of who a child is to be released to at the end of the day I would be grateful if all parents could complete the attached reply slip and return it to school as soon as possible.

Please inform us if there are any changes to arrangements as we may refuse to release your child if we do not know the person. Thank you for your help and support in this matter.

.....  
Name of child: \_\_\_\_\_

Foundation

Key Stage 1

Key Stage 2

I give permission for my child to walk home from school at the end of each school day.

My child will be collected from school by one of the following people:   
(Please state relationship to child)

Name	Relationship to child

Signed: \_\_\_\_\_ (Parent / guardian)

Date: \_\_\_\_\_