

# St Thomas' C.E. Junior and Infant School

Church Street, Warrington WA3 3TH

*Headteacher:* Mrs. J Woods. BA (Hons) MaST

*Tel:* 01942 728153

*Website:* [www.golbornesaintthomas.wigan.sch.uk](http://www.golbornesaintthomas.wigan.sch.uk)

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11<sup>th</sup> November 2019

Dear Parents,

As you know we work hard to safeguard all pupils in school. The purpose of this letter is to inform you of our procedures for dismissing the children at the end of the school day:

- All children in Reception and Years 1, 2, 3 and 4 must be handed to an adult (a person over the age of 16). This means that high school pupils cannot collect their younger siblings.
- Pupils in Years 5 and 6 will either be handed to an adult or with your permission can be released to go home without an adult.
- We are aware that some children in Years 5 and 6 are met by their high school siblings to then walk home unaccompanied by an adult. If this is the case for your child then they will need your permission to go home without an adult. They will then be released at 3pm by their teacher and will have to arrange to meet their brother/sister. If brothers and sisters are late arriving from high school, St Thomas' School will not be responsible for our pupils once they have been released at 3pm.
- Permission needs to be in writing for your child to go home unaccompanied by an adult. Phone calls to the school office will not be accepted.

It would also be beneficial for us to have a list of adults who may collect your child. This will be kept on file.

If you have already given written permission for your child to go home unaccompanied by an adult, then we will need this again please on the form attached to this letter.

Please complete the attached form and return it to school as soon as possible.

All permissions for children to go home unaccompanied by an adult must be received by Friday 29<sup>th</sup> November. Prior to this we will still use existing permissions.

If you have any questions we will be happy to answer them.

Yours Sincerely

Mrs Woods



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## Arrangements for pupils at the end of the school day.

Name of child.....

Year group.....

The following adults have permission to collect my child at the end of the school day:

<u>Name of adult</u>	<u>Relationship to pupil</u>

Please write in the box below if you give permission for your child to go home unaccompanied by an adult at the end of the school day. **(Year 5 & 6 Pupils only).**

Signed.....

Date.....

