



**Myton Park
Primary School**

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Head Teacher: Mrs Elisabeth Lee

6 September 16

For Parents/Carers of children in Reception, Year 1, Year 2 and Year 3

Dear Parents / Carers

As part of our on-going commitment to rigorous Health and Safety in school, we regularly review procedures and protocols. A key element to keeping children safe is working closely together as adults in ensuring that we are all aware of school policy. I have therefore outlined below procedures that will be followed at the end of each school day when the children leave school.

The children will be lined up in the classroom by the staff and will then come to the exit door (or the nursery playground for the reception class) with a member of staff at the front of the line.

The children will be asked to stay in line and will be excused by the supervising adult one at a time. It is vital that staff see the adult that each child goes with to guarantee their safety. We must ask that you support us with this and do not call to your children or take them from the line unless they are at the front, and the supervising adult has seen you. I do appreciate that this process may take time - but the safety of the children is paramount. It is also important to note that if you need to speak to the class teacher at the end of the day - then you will be more than welcome to do so - but please wait until they have dismissed all of the children.

I am very aware that there are occasions when you need to make alternative arrangements for your child to be picked up by a different family member or friend, and we must insist in this instance that you phone school to let us know. Please give the name of the person and a brief description to enable us to be secure that the adult is genuine. A lack of information can cause unnecessary anxiety and at times embarrassment.

Please complete and return the slip below, to enable us to be confident that all families are aware of these guidelines.

Thank you for your support in this matter.

Elisabeth Lee

Mrs Elisabeth Lee
Head Teacher

Safeguarding is our priority and all staff at Myton Park Primary School are committed to keeping your child safe.

X

I _____, parent/carer of;

Name of child: _____ Class: _____

have read and understood the procedures for children leaving school at the end of the day and will share them with the adults who pick my children up.

Signed parent/carer: _____

Date: _____



Challenge Award
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Healthy School