

# Brackenwood Junior School

## *Learning for Life*



Headteacher: Mr. C. Holmes MMUS.PGCE.NPOH

### **Picking Children Up After School- Year 3 and Year 4**

Dear Parents and Carers,

I am writing to clarify the procedures for picking up children at the end of the school day.

**In accordance with school policy and guidelines, Year 3 and 4 children must be collected from the school playground by an adult or sibling in Year 5 or Year 6.**

Teachers will lead their children out onto the playground at 3.30pm and supervise the handover process by ensuring there is an adult or older sibling there to collect each child.

Any children who have not been collected soon after will be escorted to the foyer and instructed to wait there until a parent arrives. Parents are asked to inform the school office on days when picking up arrangements have been altered or on the odd occasions when parents are running late.

Please note that children will not be released to anyone other than the adult who is named below unless the school has been notified in advance.

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Thank you for your assistance in this matter.

Yours sincerely,

C. Holmes  
Headteacher

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### **End of School Day Arrangements Reply Slip for Children in Year 3 and 4 only**

Child's Name \_\_\_\_\_

Child's Teacher / Class in September \_\_\_\_\_

I would like my child to be collected by an adult from the school playground.  
Adults permitted to collect my child are:

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I would like my child to be collected by an older sibling in Year 5 or 6

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Name of Sibling: \_\_\_\_\_

Parental Signature \_\_\_\_\_

Date \_\_\_\_\_