

Live, learn and grow together



SUNDON PARK JUNIOR SCHOOL

Kinross Crescent, Luton, Bedfordshire, LU3 3JU

Telephone: 01582 571619/Fax: 01582 508508

Headteacher: **Mrs J Wightman**

12th March 2018

Dear Mr Khan and Mrs Asad

Procedures for Collecting Children

Can we please confirm the procedures for children being collected from school.

Year 5 and 6 children are allowed to walk home alone if parents have notified the school that this is acceptable to them.

Year 3 and 4 children and all other children who have not been given permission to walk home will only be released from the school premises with adults that parents have instructed us to release them to.

Parents/Carers have given the school contact names in cases of emergencies. These are the only adults the school will release children to. If you are expecting anyone other than the contact to collect your child then the school office must be notified by 3:15 to enable us to get a message to your child and class teacher.

If someone tries to collect your child who is not a contact, regardless to whether the child knows them, we will not release your child unless we have been notified but will endeavour to contact you.

We will expect to be notified every time someone different collects your child and if it is something that happens on a regular basis you will need to put it in writing.

Where possible, appointments for children should be made outside of school hours. If an appointment during school time is unavoidable then a letter and evidence of the appointment will need to be sent to the class teacher or taken into reception. We are generally unable to release children for appointments that do not relate to them and children will not be allowed off the school premises unless collected by a responsible person.

If you require any further clarification, please do not hesitate to contact us or email us on school@sundonpark.luton.sch.uk.

We thank you for your support in ensuring these procedures are adhered to.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Wightman'.

J Wightman
Head Teacher