

March 8th 2018

Re: Collection Permission

Dear Parent/Carers,

We would like to thank you for returning the Data Collection Sheets for your child(ren). If you have not already done so, these will be available for you to review and check at your parents evening appointment on the 27th/28th March.

Please be advised that any additional contacts on the Data Collection Sheets have been used as permissions for collecting your child(ren) from school and who can be contacted in an emergency.

At the end of the school day, for EYFS and KS1 pupils, staff will hand children directly to the appropriate adult. For KS2, staff will ask pupils if they can see the trusted adult who is collecting them that day. If they can, the member of staff will release the pupil.

For all pupils, if there is any uncertainty, or the pupil cannot see their adult, the child(ren) will be brought to the office where a phone call will be made to parents to clarify the collection arrangements.

Children have been reminded that if at any point they become separated from an adult or if there is any confusion, they must walk back to their class teacher or walk to the school office.

If there is an occasion where your child(ren) are being collected by a person not currently on your contact list, please do one of the following:

1. Email or telephone the school office with the information about the change in collection arrangements by 12.30pm on the day of the change. This is to ensure the message can be delivered to the class teacher in plenty of time for collection.
2. Provide a note in your child's book bag detailing the change in collection arrangements.

If there is an adult that you would like to add to your child's contact/collection list please email the details to the school office at admin@hayes-pri.bromley.sch.uk.

Finally, if your child is in KS2 and you would like to give permission for them to walk to the gate, this must be done in writing by either email or letter to the school office.

Kind regards



Mr Vitarana
Head Teacher