

Fordley Primary School
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Headteacher: Mrs C.L. Withers (BA QTS Hons, NPQH)

Deputy Headteacher: Mr C. Maule (PGCE, LLME)

End of School Day Procedures - September

Dear Parents and Carers of Reception to Year 5 Children,

It is essential that all children from Reception up to Year 5 are collected by an adult at the end of the school day.

The general expectation is that:

- Reception, Year 1 and Year 2 **are always** collected by an adult **from their class door**
- Year 3 , Year 4 and Year 5 children **must be collected by an adult from the school yard**, unless there are specific (emergency only) reasons explained directly to the Head Teacher as to why they can walk home without an adult
- Year 6 children **should be collected by an adult**, but can walk home with permission from their parents or carers.

No child (from Reception to Year 5) will be allowed to leave the school premises at the end of the school day without an adult collecting them directly from the class teacher.

If you need to discuss this with me, please feel free to make an appointment at the School Office. Thank you in advance for your support in ensuring all children are safe.

Yours sincerely

Mrs C.L. Withers
Headteacher

