



Willenhall Community Primary School

St. James Lane, Coventry, CV3 3DB HEADTEACHER
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Arrangements for collecting children from school

Dear Parents and carers,

I would like to remind parents and carers that you are required to notify the school office if someone different is to collect your child from school, or if you have given your child permission to walk home unaccompanied. It is not sufficient to tell your child that someone different is collecting or that they can walk home, **we cannot take these instructions from a child.**

If someone different turns up to collect your child and you have not notified the school office, we will check to see whether the person who has come to collect is included in the emergency contacts on your child's school record. If they are included we will allow them to leave with that person. If the person is not included in your child's emergency contacts we will attempt to contact you and **we will not allow your child to leave.**

Children can become confused and distressed when they are not allowed to leave with the person they expected to take them home. Contacting parents to find out what arrangements should be in place is also very time consuming.

There is a form available from the school office for you to give permission for your child to walk home unaccompanied (year 5 and 6 only) or for you to give details of people who may collect your child from school.

If you are phoning school to notify of a change at short notice please try to call as early as possible. As it gets closer to the end of the day it is not always possible to get messages to teachers before they release the children.

Thank you for your co-operation and support with this matter.

Yours sincerely

Ms C G Kiely
Head Teacher



Ambitious young minds are the future leaders of our community

