

# HUNSBURY PARK PRIMARY SCHOOL

## COLLECTION FROM SCHOOL/GOING HOME PROCEDURES 2022-2023

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Please read this form carefully before completing and returning to school as soon as possible Thank you

All children in **Reception, Year 1, Year 2, Year 3 and Year 4** **MUST** be collected by an adult from their classroom.

Parents of children in **Year 5 and 6** may also wish to collect their child from the classroom door or choose one of the options below.

Please list the adults who will usually collect your child from the classroom door:-

Each adult will need the password of your choosing which you should record in the box below for our information

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

In case of any person arriving to collect your child not being recognised by the teacher in charge of the class that day, they will be expected to provide the correct password and to provide their personal details when asked.




Failure to supply both pieces of information will result in the school not being able to hand your child over and the school having to phone you or another parent/carer with responsibility.

**Please be aware that the password will be known to relevant school staff and the identified adults only**

PLEASE RECORD THE PASSWORD YOU HAVE CHOSEN HERE:-

**Parents of children from Years 5 and 6 may prefer to choose from the additional options below.**

*Please read each option carefully then tick & initial against the most usual arrangement that applies to your child.*

 <b>YEARS 5 and 6</b> <ul style="list-style-type: none"><li>My child will be met at the school gate.</li></ul>	Tick & initial
 <b>YEARS 5 and 6</b> <ul style="list-style-type: none"><li>My child lives very locally and will walk straight home independently.</li><li>I am happy that my child is mature and safe enough to do this.</li><li>I understand that I am responsible for this decision and will inform the school if I no longer feel happy about my child walking home by themselves.</li></ul>	Tick & initial
<b>YEAR 6 ONLY</b> <ul style="list-style-type: none"><li>My child lives very locally and will cycle straight home independently.</li><li>I am happy that my child is mature and safe enough to do this.</li><li>I understand that I am responsible for this decision and will inform the school if I no longer feel happy about my child cycling home by themselves.</li><li>I am aware that the school cannot accept responsibility for any loss or damage to bikes left on the school premises.</li><li>I will ensure that my child wears a helmet when they are riding their bike.</li><li>I understand that my child must only ride their bike when they are not on the school premises and that they will dismount before entering the school grounds.</li></ul> 	Tick & initial

Signature of Parent/Carer: \_\_\_\_\_

Date: \_\_\_\_\_