



Linton Primary School

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Updated Collection Procedures 25.9.21

Following a review of our Safeguarding systems, the following will be put into place from Monday 27th September, 2021

Parents must be on time to collect their children. The gate opens at 2.50 and children will be let out of class at 3.00. This process takes longer with younger children to ensure they have all their belongings and are seen to the correct adult. Thank you for your understanding if the end of the day takes a little longer.

All children from YN to Y3 will need to be collected from their classroom by a parent or carer. This means that siblings in other classes will not be able to collect family members at the end of the day. Where parents have more than one child to collect, the youngest should be collected first. Nursery children finish at 2.50.

Children from Y4 to Y6 will be allowed to leave to meet an adult, but parents will be asked to complete an online form to confirm the arrangements at the end of the day. They can request that children wait with their teacher, meet a parent at the gate, bus stop or shop etc. or walk home alone, as has been the system so far, but this must now be confirmed. If the form is not completed, children will stay with their teacher waiting for an adult to collect.

If there is to be any change in collection arrangements the teacher or school office must be informed.

Where parents are late, children will need to be collected via the car park door.

Parents who are persistently late are likely to be charged for the first hour at After School Club.

Thank you for your understanding and support, these processes will be reviewed at half term.

Best wishes
Mrs Hollis

