



Upminster Junior School
WE LEARN AND GROW TOGETHER

St. Mary's Lane, Upminster, Essex RM14 3BS Tel: 01708 227320
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Executive Head Teacher: Miss A. Edgcombe

8th July 2019

Dear Families

We are currently in the process of updating the collection procedures for children at the end of the school day for this September. Please could you supply us with a list of responsible adults who will be collecting your child from the school playground at the end of the day. No child will be allowed to go home with an adult unless they are named on the list.

For Year 5 and 6 pupils, we will need written consent from you to allow your children to walk home from school by themselves. The teachers will wait with pupils who do not have permission slips until they have been collected. This will also include for clubs outside of school hours. Please note that from October half term until Easter all children will need to be collected from clubs after school due to daylight saving hours.

Please complete the form below and return to the school by **Monday 22nd July**

Thank you for your co-operation

Yours faithfully

Miss A Edgcombe

.....
End of day collection

Name of child.....Class.....

Name (s) of adults collecting child / Relationship to child

.....(name).....(relationship to child)

.....(name).....(relationship to child)

.....(name).....(relationship to child)

Year 5 and 6 pupils only:

I give / do not give consent for my child to walk home alone / to be released from the school door*

I agree to collecting my child after a school club (following October half term – Easter)

*Please note that if you are consenting to your child being released from the school door by the teacher as you are meeting them in the playground, once released by the teacher they are your responsibility.

Signed..... (Parent / carer)

Hornchurch Academies Trust
trading as Upminster Infant & Upminster Junior Schools
Company Number: 0821 4798



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