



The Green
Datchet
Berkshire
SL3 9EJ

Tel: 01753 542982

Fax: 01753 593492

School founded 1843
Academy established 2012
Headteacher : Miss N Green
Company number: 7851937

email:office@datchetstmarysacademy.co.uk
www.datchetstmarysacademy.co.uk

10th January 2017

Dear Parents and Carers,

The end of the school day is a busy time, and our aim at Datchet St Mary's is to ensure children are dismissed carefully under supervision, collected on time and arrive home safely. Having observed and reviewed our end of school day routines I have a few changes that need to be made to ensure the safety of our children, by making sure that the responsibilities and expectations of all parties are clear when it comes to children leaving the school premises.

Infant children (those in Nursery, Reception, Y1 and Y2) should NOT be collected by other brothers or sisters in school. They should be collected by an authorised adult. Teachers have been asked NOT to release infant children to siblings from Key Stage Two but to ask the office to contact parents/carers to ensure they are collected by an authorised adult. If children are to be collected by a brother or sister who attends Senior School,, written permission from the parent/carer should be given prior to the collection.

The school's definition of an 'Authorised Adult' is as follows:

The Authorised Adult should be a responsible person aged 16 years or over.

Parent/Carer

Family member

Child minder

Neighbour

Someone who has the parent/carer's written permission to collect the child from school.

In order to ensure the safe handover of infant children in particular, we ask that parents in Reception, Year 1 and Year 2 complete the slip below informing the school of the person who will regularly collect their child at the end of the school day. We ask all parents from Reception to Year 6 to phone the school office to inform staff of any changes to your normal end of school day procedure, providing the name and relationship of the person collecting your child on that the specific day . This information will then be shared with your child's class teacher.

Thank you for your understanding and support in this matter.

Kind regards

Miss N Green
Headteacher





The Green
Datchet
Berkshire
SL3 9EJ

Tel: 01753 542982
Fax: 01753 593492

School founded 1843
Academy established 2012
Headteacher : Miss N Green
Company number: 7851937

email:office@datchetstmarysacademy.co.uk
www.datchetstmarysacademy.co.uk

**End of school day collection slip to be completed by parent/carer of children in, Reception,
Year 1 and Year 2 and returned to the school office**

Name of child: _____

Child's Class: _____

Name of the person who regularly collects my child:

Relationship to child: _____

I have read the letter on end of day collection and give permission for the following person to collect my child on a regular basis.

Signed by Parent/Carer : _____

Date: _____

