



Stapleford Primary School

(Church of England, Voluntary Aided)



Church Lane, Stapleford, Hertfordshire, SG14 3NB

Telephone: 01992583341 Fax: 01992 901811 Email: admin@stapleford.herts.sch.uk @staplefordps www.stapleford.herts.sch.uk

Thursday 6th September 2018

Dear Families

Re. Going Home and Collection Arrangements

As we continue our smooth start to the term, I would like to ensure that all staff are aware of any changes to arrangements for collecting the children at the end of the school day. To help us achieve this please would you indicate on the form attached who will be collecting your child at the end of each day. If your child is in Class 1 and you are allowing them to walk home independently, please would you write this on the form. Please return the completed form to the school office.

If there are changes to the normal collection arrangements you will need to let the child's class teacher know. If we do not have a record of the changes we will contact you to verify the situation. This will also be the case even if we know the person who comes to collect your child. This system helps all of us to be sure of the collection arrangements and ensures all pupils are safe.

Yours faithfully

James Shillito
Headteacher



GOING HOME ARRANGEMENTS - Autumn 2018-19

Name of child: _____

Class: **1** **2** **3** **4**

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Names of people to take your child home in your absence	

Name (Parent/Carer):.....

Signature:.....

Date:.....