

Nurturing Knowledge.
Learning for Life



Courtwood Primary School

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Website: www.courtwood.org.uk

Principal: Natasha Grant

Deputy: James Howland

Secretary: Julie Kilsby

Tuesday 15th November 2022

Dear Parents and Carers,

I am writing to confirm our arrangements for collecting children from school at the end of the day. The purpose of this is to safeguard your children on their journey home. As soon as we hand over your children, their safety is legally your responsibility. However, as a school we want to ensure that we feel confident for the safety of all children during their journey home and will do all we can to ensure their well-being.

If there is ever a change in circumstances for collection, please let the school office know at your earliest opportunity. We would ask that where possible children are collected by an adult.

All children in Reception, Year 1, Year 2, Year 3 and Year 4 must be collected by an adult at the end of each school day.

We would request that children in Year 5 and 6 are collected by an adult. However, if this is not possible, we would only dismiss your child to a responsible sibling of secondary school age. Please email into the school office office@courtwood.org.uk, to inform us of this arrangement as far in advance as possible.

We appreciate that children in Year 6 may begin to walk home alone or with friends to develop their independence before secondary school. If you would like your child to be dismissed at the end of the day to walk home without an adult present, we would ask that you agree this arrangement with the school in advance.

I appreciate that for some families, arrangements around collection will need to be re-considered. Therefore, if there are any immediate issues that arise as a result of this letter, please speak to the school office.

If you have any questions, please do not hesitate to contact the school office.

Thank you for your support and understanding.

Mrs N Grant
Principal

Did you know you can donate funds for the school via ParentPay