



Heathfield Schools' Partnership

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www.heathfieldschoolspartnership.org

EXECUTIVE HEADTEACHER – Mr Paul Clayton

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Dear Parents and Carers

We wanted to reiterate for you our procedures regarding children being brought to school and collected from school, across the federation. We recognise that children mature at different rates and parents have different expectations of their children. With these differences in mind, the law does not make it explicit what level of responsibility or independence is appropriate at different ages and so we are expected to make decisions in the best interests of the children in our school.

Nursery children:

- Children should be handed over to the member of staff on duty at the Nursery door by an adult or sibling over the age of 11 (Year 7 or above) at the start of the session.
- Children can only be collected by an adult or sibling over the age of 11 (Year 7 or above), who must be named on the child's 'going home' list.

Infant children:

- At the start of the day children should be handed over to the member of staff on duty *at the door* (not at the gate) by an adult or sibling over the age of 11 (Year 7 or above).
- Children can only be collected by an adult or older sibling (Year 7 or above) if they are named on the child's 'going home' list.

Junior children (Years 3-5):

- Children should be brought to school by an adult or older sibling (Year 7 or above). Children can enter the school by themselves.
- Children will be sent home when they can see their parent/older sibling (Year 7 or above). Please ensure your child knows who is collecting them each day so they know who to look out for.

Junior children (Year 6):

- Children can come to school independently, if parents choose this.
- Children can be dismissed at the end of the day by themselves, if the school has received written permission for this. Otherwise they need to wait until they can see a parent or older sibling.

In very exceptional circumstances, and after discussion with the Head Teacher and/or Safeguarding Lead, an alternative arrangement may be made.

For further information, please see the NSPCC website for guidance and advice.

<https://learning.nspcc.org.uk/research-resources/leaflets/home-or-out-alone-guide>

With best wishes

Helen Child
Head of Nursery and Infant School

David Colenso
Head of Junior School