



# Manor Green Primary Academy

'We are the future - the world is in our hands.'

Principal: Mrs. D. Warren  
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Monday, 15<sup>th</sup> January 2018

Dear Parents and Carers of our Key Stage 2 Children,

## Home Time Arrangements

I am writing to you today with regards to our home time arrangements for our Key Stage 2 children. As you know, the safety and well-being of our children is at the heart of everything we do here at Manor Green. With that in mind, from next Monday, 22<sup>nd</sup> January, the following arrangements will be in place for home time at Key Stage 2:



- **Year 3 & Year 4** children **must** be collected by a responsible adult at 15:20 from the appropriate door.
- **Year 5 & Year 6** children, as they are now in Upper Key Stage 2, may be dismissed from the classroom door to walk home on their own. However, children will only be allowed to walk home alone if the attached permission slip is signed and returned to school. Where slips are not returned, we will assume that permission is not given and a responsible adult will collect your child at the end of the day.
- Where signed permission for children in Years 5 & 6 is received, we would like to stress that it is the responsibility of parents and carers to ensure that their child knows a safe route home and that there is someone to greet them when they get there.
- Permission can be withdrawn at any time, from either parent/carers or the academy.
- A new permission slip will be required each academic year.
- This permission only applies to the end of the school day (15:20). Arrangements for after school clubs and PTA events such as discos should be made separately.

**School Camp** – Please be aware that School Camp is not affiliated with Manor Green Academy in any way. As such, if your child is due to attend School Camp, it is your responsibility to ensure that we are aware of this and any changes to the pick-up routine. We do not and, due to the size of our school, can not contact School Camp to discuss individual children and their arrangements.

These changes will come in to effect from next Monday. Whilst we are aware that, for some, these changes may cause some inconvenience initially, we are sure that you'll understand that we are formalising these going home arrangements to make sure that all children get home safe and well at the end of each day.

Thank you for your continued help and support. If you have any questions, please speak to your child's class teacher.

Yours sincerely,

*D. Warren*

Mrs. D. Warren

Principal

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## YEARS 5 & 6 HOME TIME ARRANGEMENTS PERMISSION SLIP

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

I give permission for my child to walk home alone from school at the end of the school day. I understand that, in giving this permission, it is my responsibility to ensure that my child knows a safe route home and that there is a responsible adult there to greet them.

Signed: \_\_\_\_\_ (parent/carer/guardian)

Date: \_\_\_/\_\_\_/\_\_\_

Print Name: \_\_\_\_\_



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