



An Daras
Multi Academy Trust

ST STEPHENS COMMUNITY ACADEMY
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Exec.Head Teacher: W. T. Hermon
Head Teacher: Mrs Maura Furber

**'Together towards a bright, positive
and successful future'**

19th September 2018

Dear Parents/Carers

Unfortunately this week there was a misunderstanding regarding a pupil being picked up by parents at the end of the day. We are so sorry that this happened as the safety and care of our pupils is a key priority at St Stephens. Many thanks to the parents that ensured the pupil was safely returned to the after school club that he was due to attend. This incident has led the teaching team and I to discuss alternative **provision at the end of the school day** and so I am writing to inform you of some changes that will happen from **this Thursday 20th September**.

ALL pupils MUST BE PICKED UP FROM THEIR CLASSROOM door leading onto the playground.
Y3 pupils will exit from the outside door in the glass corridor leading towards the Y6 class to avoid congestion with Y4 pupils.

Only **Year 5 and 6 pupils** have permission to walk home unattended and ONLY WITH A WRITTEN CONSENT (See below) handed into the main school office.
All Y5 and 6 teachers will be informed of which children may do so- if there is no written consent they will remain in class until collected.

Please can you also ensure that the class teacher is informed when a different adult is picking your child up at the end of the school day.

All children will be escorted to after school clubs by a member of staff. Children must be collected from the main reception area in school after all clubs.

Thank you for this co-operation in this matter.

Maura Furber

I give permission for (name of pupil - Y5 and Y6 only)
to walk home unattended after school

Signed..... Print Name

Date.....

