

HAMP COMMUNITY JUNIOR SCHOOL

Headteacher : Mrs A Winter

Deputy Head : Mr S Dobson

Business Manager : Mrs J Hellier



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21 September 2011

**IMPORTANT- RESPONSE REQUIRED FROM EVERYONE**

Dear Parents

**Safeguarding**

We have been reviewing our procedures with regard to the best way we can ensure the safety of all the children when they leave school at the end of the day. Therefore, we require parents to complete the attached form to notify us if your child is allowed to walk home alone, or if they are collected each day.

If they are to be collected each day, we need you to advise who is authorised to pick them up on the form. Please ensure that you list everyone who is likely to collect your child as we will not be able to let them leave with anyone else **unless** you have sent a note into school advising otherwise in advance.

A response is required for every child in the school. Please complete and return the attached form by no later than this Friday 23<sup>rd</sup> September.

Yours sincerely

Mrs A Winter  
Headteacher

Mr S Dobson  
Deputy Head

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**Hamp Junior School End of Day Procedures**

Child's Name

I give permission for my child to walk home alone

My child will be collected each day ( Provide names below)

(Please tick as appropriate)

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Signed .....

Date .....

