

# Willow Tree Community Primary School



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Headteacher: Dr Helen Davey

September 2018

Dear Parents and Carers

I would like to clarify the School's policy, and update our records, regarding arrangements for children to get home at the end of the school day.

I would also remind parents that only over 16's may collect a child in Nursery, Reception and Years 1 to 4.

Classes: Ash, Chestnut, Beech, Cherry, Hornbeam, Holly, Spruce, Lime, Hawthorn, Apple, Poplar  
Children in Reception, Year 1, Year 2 and Year 3 should be met at the classroom door by an adult. They should **never** be allowed to walk home alone.

Classes: Larch, Maple and Cedar Year 4 children  
Children in Year 4 may leave the classroom to meet their parent or other responsible adult on the School grounds. Children in Year 4 should not be walking home without adult supervision.

Classes: Sycamore, Rowan, Elm, Acer, Walnut and Silver Birch  
Children in Years 5 and 6 are allowed to walk home alone if this is the normal practice approved by their parents.

**Please will parents of children in Years 4, 5 and 6 complete and return the slip below as soon as possible.**

Thank you for your support.

Yours sincerely

A handwritten signature in purple ink that reads "H. Davey".

Helen Davey  
Headteacher

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**Willow Tree Primary School**

**Home arrangements for Year 4, 5 & 6 children - Please return as soon as possible.**

Child's Name .....Class ..... Year.....

Year 4 children - I will collect my child from the classroom or meet my child at ..... on the school grounds

Year 5/6 children - My child is allowed to walk home on their own Yes/No

Signed .....Parent/Carer Date.....