



**West Hill Primary School**  
(a partner in the SMILE Learning Trust)  
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**Headteacher: Cheryl Boulton**



1<sup>st</sup> October 2018

### **New collection arrangements at home time**

Dear Parents/Carers,

We are becoming increasingly concerned over the safeguarding of pupils at West Hill Primary School in relation to collection at home time.

We appreciate that our school building inhibits our arrangements for 215 pupils as the playground is very small with 5 classes exiting down the side path while Reception/Class 1 exit separately through the Reception class/conservatory. Other issues we are encountering are:

1. The playground is very congested with parents at 3.30pm and it is not always easy for teachers to see that each child has been safely collected from their class or for pupils to find their designated adult.
2. Many pupils are unaware who is collecting them and can easily walk off with the incorrect adult leading to confusion when another adult appears to collect them.
3. Parents arrange for a friend to collect their child but we have not been informed of this arrangement and therefore have to make a phone call home to verify the information.
4. Children (in the older classes) are informing us that they are allowed to walk home alone but how do we confirm this is correct and should we allow them to do this?

For all of the above reasons we have decided that we are unable to continue with the existing arrangements for home time and want to improve things before a serious safeguarding incident occurs. Options have been discussed at a Senior Leadership Meeting and have then been taken to a Staff meeting for further discussion.

### **New arrangements starting on Monday 8<sup>th</sup> October 2018.**

Reception, Class 1 and Class 2- collection from small playground (as currently).

Class 3 and Class 4- collection from the canopy (table tennis end) entering via the tennis court.

Class 5 and 6- collection from the canopy (opposite end from the table tennis) entering via the tennis court.

If you have children in different Key Stages then please ensure that pupils in Reception, Class 1 and Class 2 are collected first from the small playground and then collect any Key Stage 2 children from the canopy.

We are asking that all pupils are collected by their adult remembering to inform teachers/school office of any different arrangements (as mentioned in last week's newsletter.)

Please note that we will not be releasing pupils to the roundabout as we cannot confirm that they have been safely collected once they have left our care. Furthermore we are concerned about the safety of children standing on the roundabout waiting to be collected. Although we appreciate that this will inconvenience



parents, the safeguarding and safety of our pupils must take priority. This will also help to reduce the congestion on the roundabout and improve the road safety for our pupils.

If you give permission for your child in Class 5 or 6 to walk home alone then please complete the slip below in order for teachers to release them.

Thank you for your cooperation with this (which will be for a trial period until Christmas), so please bear with us as we appreciate there may be some teething problems to overcome.

Regards,



Cheryl Boulton  
Headteacher

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**West Hill Primary School**  
**Permission to walk home alone (Class 5 and 6 parents only)**

I give permission for my child \_\_\_\_\_ (name) in Class \_\_\_\_\_  
to walk home alone and take full responsibility for their safety once they have left their class teacher.

Signed \_\_\_\_\_

Date \_\_\_\_\_