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Headteacher: Christine Barlow

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Dear Parent/Carer

At Mill Lane Primary School we have the following systems in place for children leaving school at the end of the school day/session:

Children going home for lunch. Parents will let the office know they are outside via the intercom system and a member of the office staff will take the child(ren) out to the main door and hand over the child(ren) to the waiting parent. If a different person is to collect your child we ask that you let us know in advance to avoid any problems. Please return your child to school for 12.55pm and wait with them until the school bell has been rung. They will then be let into school.

Nursery, reception, year 1 and year 2 will be seen out by a member of staff and only released to a known adult over the age of 16. If a different person is to collect your child we ask that you let us know in advance to avoid any problems at the end of the day/session.

Children in years 3 to 6 will be let out of school through the main red fire doors and it is parents' responsibility to decide how the child gets home.

If your child is still at school after 5-10 minutes we will bring them inside and they will wait in school while we try to contact you; older children who meet parents off site are told to return to school if their adult is not there.

If no adult is contactable and the child is still in school at 4pm the police will be contacted.

If you wish to make any arrangements which fall outside the above, I would ask you to discuss this with me and then I will ask you to put this in writing.

You do not need to do anything as nothing is changing but this is just to clarify our systems.

Thank you for your continuing support.

Yours sincerely

Miss C Barlow
Head Teacher

Learning through hard work, friendship and fun.



Kirklees Inclusion
Quality Standard 2011
GOLD AWARD