



Croxby Primary
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East Riding of Yorkshire
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www.croxbyprimary.co.uk

Home time Arrangements Permission to Leave Alone

Dear Parents/Carers

As part of our ongoing, rigorous safeguarding systems we wish to clarify and formalise our arrangements for children leaving school at the end of the day.

Nursery, EYFS, Year 1, 2 & Year 3

Children in Nursery, EYFS, Year 1, 2 & Year 3 must be collected from the classroom door by an adult or young person aged 14 or over listed on your collection consent on Arbor. Children in these year groups will not be allowed to leave the classroom with a sibling from the school unless an adult is present.

If you need to add/remove someone on your collection consent form, please email the office or complete this on your Arbor account.

Years 4 to 6

Children in Year 4, 5 & 6 will be allowed to leave the classroom alone and from Croxby Activity Clubs, however, in order to ensure that children are not doing this against parent's wishes we have the following system in place.

If your child is in Year 4, 5 or 6 and you are happy for your child to leave the classroom and Croxby Activity Clubs without an adult and **you haven't already given permission**, then please email office@croxbyprimary.co.uk. Please clearly state your child's name and their class details followed by this statement – **I confirm my child can leave alone at the end of the school day.**

We will compile a record of children allowed to leave their classroom alone for staff so that they can ensure that children without permission to leave alone are kept until an adult arrives.

Yours sincerely

Mrs C Neighbour
Designated Safeguard Lead