



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 the academy at the end of the day.

EYFS and Key Stage 1 (Years 1 & 2)

Children in EYFS and Key Stage 1 must be collected from the classroom door by an adult or young person over the age of 14. Children in EYFS and Key Stage 1 will not be allowed to leave the classroom with a sibling from the academy unless an adult is present.

If your child is to be collected by someone different to usual, please inform the class teacher or academy office (all year groups).

Key Stage 2 (Years 3 to 6)

Children in Key Stage 2 will be allowed to leave the classroom alone 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 Key Stage 2 and you are happy for your child to leave the classroom 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 new class details followed by this statement – **I confirm my child can leave alone at the end of the academy 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