

St Mary's Church of England Primary School



Yew Tree Road, Slough, SL1 2AR

Telephone (01753) 534791

Email: officestaff@stmarys.slough.sch.uk

Website: www.stmarys.slough.sch.uk

Headteacher: Mrs. S Khan BSC (Hons) Biotechnology, NPOH

End of Day Collection of Children Process at St Mary's

1. Walking Home Alone Unaccompanied by an Adult (18 Year or Above)

- Several children in Years 5 and Year 6 are allowed by parents to walk home unaccompanied by an adult, in preparation for their move to secondary school.
- To be sure that the children leaving the school grounds at the end of the day are doing so with parental permission, you are asked to complete the online form (the link is on the website).

[WALK ALONE SEPTEMBER 2024-2025](#)

- School has a responsibility to keep children safe so children in the years below Year 5 will not be given permission to leave the school grounds including meeting parents outside. An adult must collect them from the class line on the playground.
- Pupils who are considered vulnerable - who have an EHCP (statement of special educational need) or are on the child protection register, will not be given permission to walk home alone.
- Adults with mobility or disability issues, which prevent them from accessing the playground, should contact the school office to agree alternative arrangements.

2. Children in Year Nursery, Reception, Year 1 and Year 2

- Children in Nursery, Reception, Year 1 and Year 2 **must** be accompanied when leaving the school site by a parent/guardian/adult (18 years or above) familiar to the child and staff.
 - Older siblings at St Mary's **cannot** collect children from their year groups.
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3. If someone other than a parent or named carer is collecting your child, please follow this process:

- Send an email to: collections@stmarys.slough.sch.uk
- In your email, clearly state:
 - The date
 - Your child's full name
 - Your child's class name
 - The password
 - The full name of the adult collecting your child
 - If this is a regular arrangement, please include this information in your email. For example: every Friday, or for a set period (e.g. until 17 July). This means you will not need to email every day.
 - This information will be shared with your child's class teacher.
 - If written permission has not been received, staff will **not** be able to release your child until the school office has contacted you and received confirmation.

