

Tuesday 3<sup>rd</sup> September 2024

Dear Parents and carers

As you may be aware, we recently reviewed our arrangements for collection of children at the end of the school day. Overall, the vast majority of parents were strongly supportive of the changes we proposed.

Silverdale's new policy on the collection of children at the end of the school day can be found on the Academy website at: <https://www.silverdaleprimaryacademy.org.uk/key-documents/policies>.

Towards the end of last term we sent out a form to all parents whose children will be in Years 3, 4, 5 & 6 this September. Thank you to all parents who have already completed this form. Parents of children in EYFS, Year 1 & Year 2 do not need to complete the form.

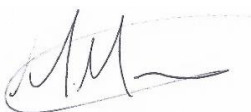
If you have already completed this form, or your child is in EYFS, Year 1 or Year 2 this year, then you do not need to complete it again.

However, if your child is in Year 3, 4, 5 or 6 this year, and you haven't yet completed the form, please complete the form asap. You will have been sent a message over the holidays, and again this week, with the link and further details.

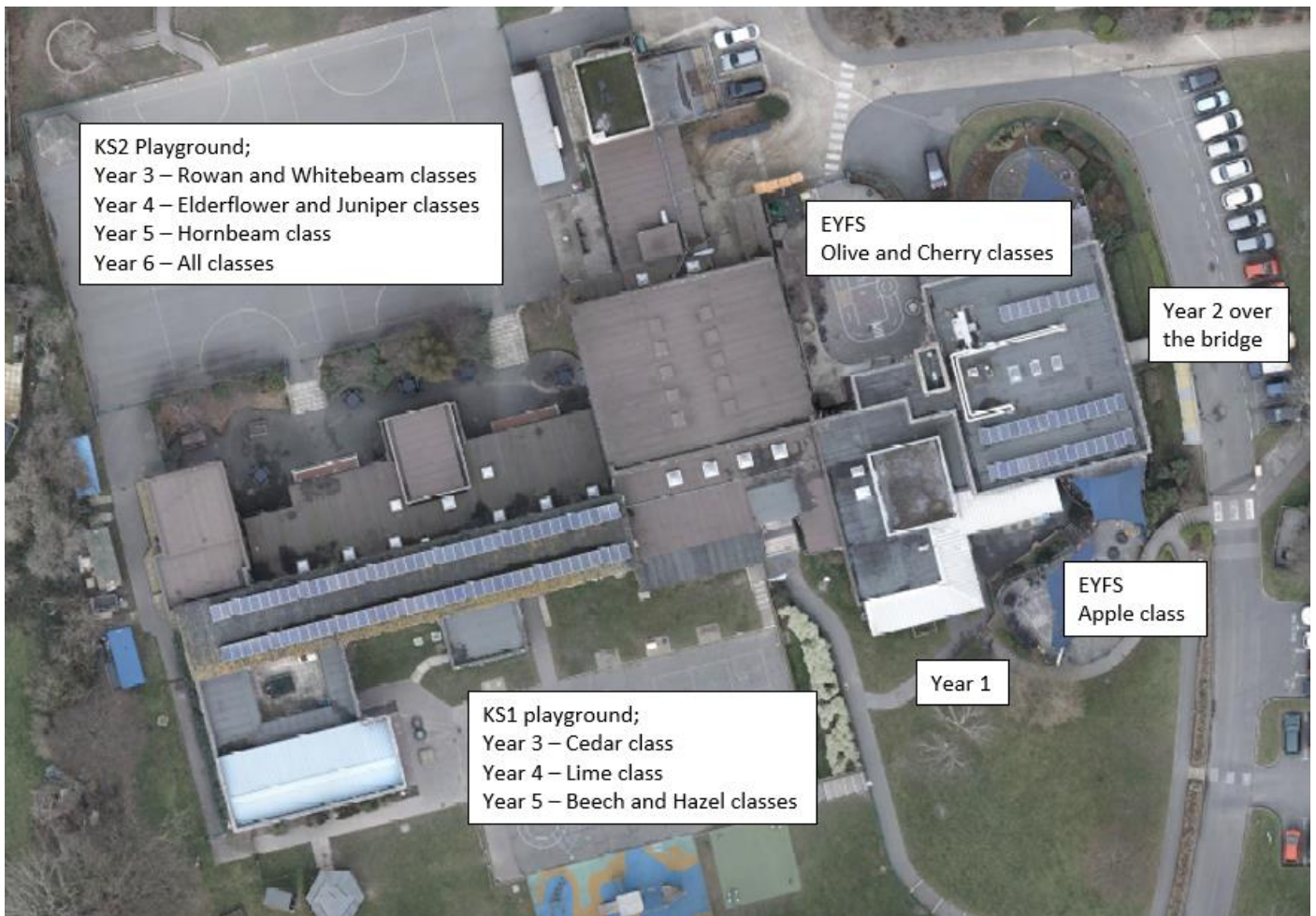
If we do not have a completed form for a child, then we will only allow them to be collected by the adults named as their contacts. **Without a completed form, children will not be allowed to walk home by themselves, or walk round to meet an adult elsewhere on site.**

On the next page we have included an overhead picture of the academy site with the playgrounds clearly denoting where each year group/ class is to be dropped off in the morning and collected at the end of the day. Please note that we endeavour to use most entrances into the academy, this is to ensure that it is as calm as possible at the beginning and end of the day inside the building.

Kind regards



Jonathan Morris  
Principal



**University of Brighton**

Academies Trust