

WESTFIELD SCHOOL

Main Road, Westfield, East Sussex, TN35 4QE

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Headteacher: Matt Jarvis

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Dear Parents/Carers

At Westfield School, we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer or someone authorised by their parents/carers, unless they are in years 5 and 6 when they can walk home provided you give permission. It is vital that collection details are clarified and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible – we just ask that you ring in to the school office as early as possible to inform us, so that we can let your class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us. If you are late your child will be sent to after school club, this ensures that they are with an adult at all times.

You may also note if there is anyone who you DO NOT want your child collected by. If you would like to discuss a difficult situation please either speak to your child's class teacher or call the school to arrange an appointment with the Headteacher or Deputy Head.

Thank you for your support and we appreciate your patience in this.

Yours sincerely,

Matt Jarvis
Head Teacher



Child's name:

Class: _____

The person(s) who will normally pick up my child is:

Name relationship
Tel: home mobile

If each day is different please state or if they are attending an after school club please give details below:

Monday:

Name relationship
Tel: home mobile

Tuesday:

Name relationship
Tel: home mobile

Wednesday:

Name relationship
Tel: home mobile

Thursday:

Name relationship
Tel: home mobile

Friday:

Name relationship
Tel: home mobile

I give permission for my child to walk on their own, please sign: _____

Other arrangements (e.g. a person who you DO NOT wish to collect your child – **please provide further information/documentation**)

Print name (parent/carer)

Signed

Date

