



**SAINT JOHN'S CHURCH SCHOOL (VA)**  
**RISEHOLME**  
**ORTON GOLDHAY**  
**PETERBOROUGH**  
**PE2 5SP**

**HEAD TEACHER: MRS C FIRTH**  
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12th May 2011

Dear Parents/Guardians of Key Stage 2 Children

**Going Home Procedures**

With your child's safety in mind we have decided to tighten our 'Going Home Procedure'. To do this we need to know which children are allowed to walk home by themselves and which will be collected.

**Please fill in the form below and return it to school by Friday 20th May 2011.**

I would also like to remind you that school finishes at 3.00 pm and all children should be collected promptly. It is not the responsibility of the school staff to supervise the children after school finishes unless they attend a club. If you are unable to arrange for someone to collect your child at 3.00 pm, please speak to me. Special arrangements can be made but only if there are exceptional circumstances.

Many thanks for your co-operation.

Yours sincerely

Mrs J Moore  
Deputy Headteacher

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**ST.JOHN'S CHURCH SCHOOL - KEY STAGE 2 GOING HOME PROCEDURE**

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Please tick:

- My child will always be collected from school
- My child is allowed to walk home by themselves
- My child is allowed to come and meet me in the Key Stage 1 playground

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_