Changes to End of Day Collection Arrangements

Dear Parents and Carers,

At Northfield Junior School, the safety and wellbeing of our children will always be our highest priority. Recently, we experienced a near miss during our end of day collection procedures. Thankfully, nobody was injured; however, the incident highlighted the need to strengthen our current arrangements to ensure that every child leaves school safely and is collected by the correct adult.

Following careful consideration, discussions with staff and feedback from Governors, we will be introducing a new end of day collection procedure. These changes have been designed to improve supervision, reduce congestion and give staff greater confidence that all children have been safely collected.

The new arrangements will come into effect from **Monday 16th November**.

What Will Change?

Supervised Dismissal

All classes will be dismissed by the class teacher, or the adult responsible for the class and children will be released individually to their parent or carer.
To help everyone become familiar with the new arrangements, cones will be placed on the playground during the first few weeks to clearly identify each class collection point.

Collection Areas

Please refer to the diagram above for guidance.

- Children will line up in their designated class collection area.
- Parents and carers should wait in the **green "Collect Your Child" area**. We ask parents and carers to stand within the **green "Collect Your Child" area** wherever possible, as this will help staff identify families quickly and ensure a smooth collection process.
- Staff will dismiss children individually from the class line to their parent or carer.
- The area marked **"Out of Bounds"** will not be accessible to children.

Children's Gate

The gate identified on the diagram as the **"Children's Gate"** will be the point at which responsibility for children transfers from the school to parents and carers.
If you would like your child to walk home independently, or continue beyond this point to meet an adult elsewhere, you must provide consent using the Microsoft Form below:
https://forms.cloud.microsoft/e/zV8TvAxabT
The form will remain open until **9.00am on Monday 16th November**.
After this deadline, any requests for independent walking permission should be made directly through the school office.

Northfield Junior School
Falcon Road
Dronfield
S18 2ED

Telephone: *01246 413134*
Email: *parent@northfield.derbyshire.sch.uk*

Class teachers will be provided with a list of children who have permission to leave independently. Children will only be permitted to leave unaccompanied if parental consent has been received and recorded by the school.

After-School Clubs and Kids Club

Children attending after-school clubs or Kids Club will go directly to the school hall at the end of the school day. They will be supervised there until collected by the member of staff responsible for the club.

Working Together

We understand that any change to established routines may take time to adjust to. However, these arrangements have been introduced in response to a genuine safety concern, and we would greatly appreciate your support in helping us make them successful.

By working together and following these procedures, we can ensure that home time remains safe, calm and well organised for all children.

If you have any questions or concerns regarding the new arrangements, please do not hesitate to contact the school office.

Yours sincerely,
Johnathon Walmsley
Headteacher



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