



# MAYHILL JUNIOR SCHOOL

The Bury  
Odiham  
Hook  
Hampshire  
RG29 1NB

Headteacher: **Sarah McGillivray**

Telephone: (01256) 702973  
Email: [adminoffice@mayhill.hants.sch.uk](mailto:adminoffice@mayhill.hants.sch.uk)

4<sup>th</sup> March 2024

Dear Parents and Carers,

I am writing to you as the safety of all pupils is our main priority here at Mayhill. As pupil numbers have grown and older children are encouraged to develop independence ready for transition to secondary school, it has come to our attention that more children are walking home from school/leaving school site at the end of the day on their own. As a school we need to have clarification where this is the case.

Therefore, we will have reviewed our end of day process and request that you work with us to follow the new procedure from **Monday 11<sup>th</sup> March 2024**.

The new expectations will be as follows:

- Year groups will have designated collection points across the playgrounds
- The member of staff releasing the children will make eye contact with the adult collecting before the child/ren will be released
- Written permission must be given by a parent/carer if a child is to leave the school on their own at the end of the day. For example, to walk to meet their parent on the Bury; walk down to the High Street; walk over to Buryfields; Meet in the church yard etc.
- Children will only be released to authorised adults named by parents/carers
- If School does not have written consent from a parent/carer, the child will not be allowed to leave the site alone until a phone call has been made to parent/carer
- Children will not be allowed to leave the school site with an unauthorised adult at the end of the school day, until a phone call has been made to parent/carer
- If collection arrangements change at short notice, please continue to notify the school office who will pass on the message to the member of staff and child.

#### Collection Points – Parents to wait by

Year 3 – Bottom of the playground, near the gazebo

Year 4 – Climbing wall

Year 5 – Astroturf, under the sail

Year 6 – Top playground, near the secret garden fence

**\*Parents please collect your younger children first, and then any other older siblings.**

In order to for this to run smoothly, **school require a completed form for each child**. Please can you complete the following form and **return to school by Friday 8<sup>th</sup> March 2024**.

Thank you for your support and understanding regarding this matter enabling us to keep all of the children safe.

Kind Regards

Sarah McGillivray

## Collection Permissions

Childs Name: .....

Class: .....

- I/we give permission for ..... to leave Mayhill School on their own at 3:20pm. (please leave blank if not applicable)
- If I/we are unable to collect our child the following adults are authorised to collect on our behalf.

Authorised Adults

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Signed by parent/carers: ..... Date: .....