



Horsley CoE (VA) Primary School
The Street
Horsley
Gloucestershire
GL6 0PU
01453 833625

admin@horsley.gloucs.sch.uk
www.horsley.gloucs.sch.uk

26 September 2022

Dear Parents/Carers

IMPORTANT CHANGES TO PUPIL COLLECTION

In the interests of keeping children safe and improving organisational effectiveness, we have been reviewing our pupil collection procedures. Please therefore note the following minor changes to collection arrangements, which take place with immediate effect.

Collection

The table below details the release points for each class, and the waiting area for parents and carers:

CLASS/PUPILS	RELEASE POINT	PARENT WAITING AREA
Foxes (Reception)	Decking area	Path/grass
Badgers (Y1/2)	Decking area	Path/grass
Otters (Y3/4)	Church Door (not the Car Park)	Path
Owls (Y5/6)	Church Car Park	Path

Pupils attending Afterschool Club will be taken to the church by the class teacher, where they will be received and registered by Mrs. Freeman (Monday - Thursday).

Keeping Safe

The set-up of the school buildings and the relationship with the environment make exit a particular and unique challenge for staff at Horsley. For example, we have no perimeter fencing and school doors open immediately onto public land. The school is also built on a graveyard, which is dissected by a track/road with public access! It can therefore be quite stressful for staff to manage this in a safe way, in the knowledge that the school has a legal responsibility to ensure the children are returned to parents/guardians safely. In recent times, this has become a greater challenge and has caused staff much anxiety.

Moving forward, during collection, your utmost patience would be most appreciated. If it all takes a bit longer than one might hope, at least we release the children in the knowledge they have been returned safely. We have had one or two parents taking children quickly without the presiding member of staff being aware (because they are trying to manage the situation). Please talk to your child about being patient and ensuring they leave only when the member of staff releases them (not when they have seen you).



Lateness

Children not collected will be brought safely back to school and will wait in the school foyer with an adult. If you are 10 or more minutes late (3:25pm), your child will join the Afterschool Club where they will be looked after until you collect them. You will be charged for this session (Sessions are charged in multiples of 1h, currently £5.00).

Last minute changes to pupil collections

Alas, due to staffing, we are now simply unable to respond to requests via the office for last-minute changes to collection. The situation has become quite unmanageable. On any given day, for example, we may receive in excess of 20 phone calls or emails, often as late as 3:00pm. Staff may not be able to pick up the phone or be in a position to check emails as they are completing another task. The office is typically managed by one member of staff, but there will be periods, like other small schools, where the office staff member is carrying out duties around the school. Often requests are for sudden changes of plan and not genuine emergencies or crises. Requests of support also come in for helping with the transition of pupils for playdates or for support with birthday party arrangements, or ad hoc park dates. There are also occasions when a class teacher is told of a change of arrangement at the beginning of the day, but the class may be taught and released by a different member of staff during the afternoon (e.g. after PE or art). **We kindly ask that from this point onwards, you make these arrangements outside of school.** I appreciate this may cause some inconvenience to some, but the current system is unmanageable for staff, and is a barrier to keeping children safe.

Collections Register

As from October, only parents/guardians and two agreed adults will be permitted to collect your child. Please complete the attached sheet to inform us who are the named adult(s) who will collect your child. Please be aware, we are unable to release your child to any other adult. If your pupils is in Year 5 or 6 and can walk home, please also indicate on the form.

Parking

Please also be reminded not to park on the yellow lines outside of the school. We also kindly ask that parents refrain from parking in the church car park, and particularly at the beginning and end of the school day. This will help to keep us all safe. Your kind support in this regard is much appreciated.

And finally...

Thank you for supporting us with these upgraded arrangements. I know it will help to ensure that we are able to pass over your children in a way that is safer and gives staff peace of mind.

Yours faithfully



Gary Price
Headteacher



Collection Arrangements October 2023

Please complete the form below to let us know who your nominated adults are.

Child's Name:

Class:

Parents/Guardians	Reserve Adults (Maximum of 2)	My child has consent to walk home (Y5 & 6 only) (tick)
1.	1.	
2.	2.	

I understand that any alternative collection arrangements need to be made with the above adults and not with the school.

Signed:

Date:

