

South Rise Primary School

Brewery Road, Plumstead, London, SE18 7PX

Tel: 020 8855 1050 Fax: 020 8854 2768

Email: srcontact@southerise.compassps.uk

Website: www.southerise.compassps.uk

Head Teacher: Hazel Brown

Deputy Head: Joe Leslie



RE: Collecting your child from school

Tuesday 19th September 2023

Dear Parents and Carers,

I would like to take this opportunity to remind you of procedures for collecting your child from school.

If you are collecting a child from Nursery, Reception or Year 2 please collect them from the classroom door or the hall. Children in Year 1, 3, 4, 5 and 6 are collected from the playground which can be quite busy. Please be patient as your children are dismissed and please do not call your children over to you; they will be dismissed once a member of staff has acknowledged that you are there. We appreciate this can take a long time, but it is important to make sure children are delivered safely to their adults.

Only children in Year 6 are allowed to walk home alone; please email the school office to give permission for this.

Year 6 children, who have permission to walk home alone, and children in Year 7 and 8 may collect their younger siblings in Year 4 or 5 but this must be agreed with the school office.

Children in Year 2 and Year 3 must always be collected by a parent or carer aged 14 years or older.

Children in Nursery, Reception and Year 1 must be collected by a parent or carer aged 16 years or over.

We do understand that there are sometimes exceptional circumstances and if you need to organise a different arrangement, please contact the school office ahead of time so that it can be agreed, and everyone informed.

Please ensure that your child's class teacher is familiar with the adults trusted to take your child home. If you need somebody different to collect your child, please contact the school by 3.00p.m. at the latest so we can ensure this message is passed on to the class teacher.

If children are not collected by 3.30, they will be taken to the Late Room next to the Headteacher's office.

Thank you for your cooperation,

Hazel Brown Headteacher