



Pinehurst Primary School

Pinehurst Avenue ▲ Anfield ▲ Liverpool L4 7UF

Tel: 0151 263 1300

Headteacher: Miss K Morris Deputy Headteacher: Mr D Briscoe

Experience, Excel and Enjoy

Dear Parents and Carers

End of Day arrangements for Early Years

we are sure you will agree that ensuring the Health and Safety of our pupils is vital. We would therefore like to share with you arrangements for the dismissal of pupils at the end of each day.

- The class teacher will dismiss the pupils one at a time from the door opposite the exit gate as they see the adult who is collecting them arriving. The pupils will be seated away from the door and will be called by the class teacher.
- If you need to speak to the class teacher, you will be invited to wait for a few minutes until the teacher has dismissed all of the pupils, or alternatively make arrangements for another more convenient time.
- The class teacher will only let your child go with the person indicated by you. Therefore, it is vital that you let us know who will be collecting your child each day and notify us by phone or letter if there is to be any change to the arrangements.
- We make also ask for a password. Please select a password below. This is in case a substitute teacher is in class and doesn't recognise the adult. As part of our safeguarding checks the password will be requested.

Please complete and return the slip below.

Kind regards

Miss K Thomas
Assistant Headteacher: EYFS Lead

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End of Day arrangements for Early Years

Child's Name.....

Password.....

The following person/s will be collecting my child:

Name	Relationship to child	Days collecting

If any changes occur, please phone the school on 0151 263 1300 prior to home time.

Signed Parent / Carer

Name

