



ENTHUSIASM – EFFORT – EXCELLENCE

# OCKLYNGE JUNIOR SCHOOL

Headteacher: Jon Reynard  
Deputy Headteacher: Sandra Denton



Dear parents/carers,

We are continually trying to improve the safeguarding of our children. Please read the following information about dropping children off in the morning and pick up at the end of the day.

School gates open at 8.30, where there will be staff on duty. We suggest that your child comes to the playground that your child is in. i.e. a year 3 child goes to the Yr 3 playground etc. There will be a bell or whistle at 8.40 am where children are allowed to wander into their classrooms and then at 8.50 a.m. another bell will go which indicates the start of the day. All children must be in school for registration time at 8.50 am.

At the end of each day the class teachers will take out their classes to their designated areas. (Please see website if you are still unsure of where these are). For safety reasons we need to know what the collection arrangements are for every child in the school. **We would like you to note that we strongly recommend children who are in Years 3, 4 and 5 are not allowed to walk home or to school without an adult.**

Please fill in the slip below to inform us of who picks up your child normally and if they are allowed to walk home alone or if an older sibling is allowed to pick them up, or if they are going to pick up a younger sibling. Unless we get permission for children to leave alone or be picked up with an older sibling then any children still left in the playground at 3.30pm will be brought into the school office.

We realise that there will always be days when your normal arrangements aren't possible – we just ask that you ring in to reception as early as possible to inform them, so that they can let your class teacher know.

If your children also go to an after school club can you inform us of the collection arrangements on the attached slip below.

If you prefer to inform your class teacher via clasdojo then please feel free to do so.

Thank you for your support and we appreciate your patience in this.  
Yours sincerely,

Mrs Berhane  
Safeguarding Lead



Victoria Drive ● Eastbourne ● East Sussex ● BN20 8XN  
Telephone: 01323 725839

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Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

I give permission for my child to walk on their own (Yrs 6): \_\_\_\_\_

The person who will normally pick up my child is:

If each day is different please state below and give details:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

If your child attends an after school club please indicate who will be picking them up:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday

Signed: \_\_\_\_\_

If there is any other important information about who is or is not allowed to pick up your child then please indicate below (please note that the school would need a copy of a court order if there is an arrangement whereby a particular parent can not pick up their child)  
Please pass this to Mrs Berhane (DSL)



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