

Headteacher: **Adele Clark**

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Co-op Academy
Woodlands

Tuesday 26th November 2024

Dear Parents and Carers,

Important Update: New Collection Policy for All Children

Starting from **Monday 2nd December 2024**, we are introducing a new policy to ensure the safety of all our children. **All children must be collected by an adult at the end of the school day.**

This change is being made due to recent events in the community, and we believe it is the best way to keep our children safe. This applies to all children who currently have walking home permission in Year 5 and 6 and to children attending after-school clubs—an adult must collect them at the end of their club session.

After the Easter holidays, we will reintroduce walking permission for Year 6 only.

We understand that there may be special circumstances where this could be difficult. In these cases, short-term allowances may be made. If you need to discuss your situation, please contact the school office to arrange a meeting or phone call with us.

If you wish for a teenage sibling to collect your child, you must contact school to discuss this.

Thank you for your understanding and support as we work together to protect our children.

Kind regards,

Mrs Clark
Headteacher