

GOODWYN SCHOOL

SECURITY PROCEDURE FOR COLLECTING CHILDREN FROM SCHOOL

Dear Parents

When you start a new year with us at Goodwyn we always ask to be introduced to anyone who is on 'your list' to collect your child from school. We are aware that many of you share lifts and we ask that this be made into a formal arrangement.

Once you have read the detail below, please complete the Security Procedure Form, within your induction pack, for each child to advise us who is authorised to collect your child. We must have full names of grandparents, au pairs and any other adults who regularly collect your child from school. Please ensure all those authorised are made aware of and have also signed our Parking and Driving Agreement on page 2 of the Security Procedure Form for each child. Further copies of this agreement are available if required, and can be collected from the School Office.

Please also ensure that if, for any reason, any of the names given to the school are to be removed, the teacher is advised immediately.

Please note that any changes in arrangements must be made as follows:

- By sending a note to the teacher in the morning (please note that verbal messages to the class teacher will **not** be accepted) or
- By informing the School Office.

In the case of an unauthorised person arriving to collect your child, we will need to contact you for permission before releasing your child. Please ensure that both parents sign in agreement.

FAMILY/CARERS PARKING & DRIVING

As you have been given authorisation to collect a child/children from Goodwyn School, I would be pleased if you could take a short while to read the Parking and Driving Agreement below (which forms part of our Parent/Child Home School Agreement), and sign page 2 of the Security Collection Procedure form, for each child that you are authorised to collect, to confirm your understanding of, and your acceptance to abide by the Agreement.

You must also be fully compliant with Goodwyn School Rules, changes to drop off/pick up times, and parking restrictions.

Your support with this is essential and appreciated.

Regards

Struan Robertson
Principal

FAMILY/CARERS PARKING & DRIVING AGREEMENT

I/We will:

- Have high regard for the neighbourhood and respect residents' rights to their own private area, especially their driveways
- Respect the area around Goodwyn School and not park in Hammers Lane between Tennyson Road and Milton Road
- Park well away from corners to ensure sufficient view for pedestrians
- Not park on yellow lines, thus endangering pedestrians
- Consider the environment and think "Is my car necessary on the school run?"
- Accompany the child should they wish to cycle to school
- Ensure my car engine is switched off while I am waiting