



Together we will achieve.



Tuesday 19<sup>th</sup> September 2023

## End of Day Arrangements at Orchard Academy

Good afternoon,

Our core purpose as a school is to educate and safeguard all of our children. One of the ways we do this is to ensure that the end of day collection arrangements are clear, calm and secure.

Thank you to all families who have completed and returned the end of day permissions and consent forms. This gives us the most up to date information of who is permitted to collect your child and confirms the up to date password that we will require if any of the named individuals collecting your child are unfamiliar to the adult releasing children at the door.

Whilst we get to know new faces, new families, and new adults, we appreciate your patience in the end of day collection routine. As we become more familiar with you, this routine will undoubtedly become quicker and smoother.

It is under parental consent that we allow children in Year 5 and 6 to walk home, and as the previous letter states, if we have any concerns around the maturity and safety of your child walking home unaccompanied, we will request to meet with you.

To add clarity, the school maintains a policy, under our safeguarding remit, to request that all children in Year 3 and 4, or any child in Year 5 and 6 who does not have permission to walk home unaccompanied, must be collected by a named adult over the age of 18 from the classroom door.

The school will not give permission for anyone under the age of 18 to collect children from school or walk them offsite. Children in Year 5 or 6 who have been given permission to walk home are **not** permitted to escort a younger sibling offsite.

We apologise for any inconvenience this causes, but we hope there is understanding and reassurance around our safeguarding practices and our duty of care.

Kind regards,

Hannah Auger  
Deputy Head

**Executive Headteacher: Mrs R Ryan Deputy Headteacher: Ms H Auger**  
Springfield Boulevard, Springfield, Milton Keynes, MK6 3HW  
Telephone: 01908 670681



East Midlands Academy Trust is a company limited by guarantee registered in England & Wales No. 08149829  
Orchard Academy, Shepherdswell Academy, Castle Academy, Hardingstone Academy, Stimpson Avenue Academy, Prince William School and Northampton International Academy are all business names of the East Midlands Academy Trust.

