



Ecclesfield Primary School

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Executive Head: L Chadwick

21st April 2026

[Taking Children Home After End-of-Day School Events](#)

Dear Parents and Carers,

We're pleased to welcome families to attend our in-school events, such as trips, parent workshops, assemblies and meetings. To make things as smooth as possible, we'd like to clarify our procedures for collecting your child after these events.

Collecting Your Child After an Event

- If you attend a school event that finishes close to the end of the school day, you are welcome to take your child home with you directly from the event rather than waiting until the official end-of-day dismissal.
- Please ensure you sign your child out at the school office or with **your child's class** teacher before leaving, so our staff are aware that your child has left school.

If Someone Else Is Collecting Your Child

- If an adult who does not have parental responsibility (e.g. grandparent, family friend) will be attending the in-school event in place of you, we must have your permission, in advance, for them to be able to take your child.
- Acceptable methods of providing permission include:
 - A signed, written note given to the class teacher or office
 - An email from your registered email address to the school office
 - A phone call to the school office
- Without this permission, we will not be able to release your child to someone who is not a parent or legal guardian.

Important Reminders

- These arrangements do not affect our regular attendance procedures. All absences and early collections must continue to be reported as usual.
- The safety and safeguarding of all pupils remain our highest priorities. Thank you for your cooperation in following these procedures.

Thank you for your understanding and support in helping us keep all children safe.

Best wishes,

Mrs Robinson
Head of School

