



BAYNARDS PRIMARY SCHOOL
TOWNSEND ROAD
TIPTREE
ESSEX
CO5 0ND

Be the best you can!

Headteacher: Judith Dale BA Hons NPQH NPQLBC
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2026 - 2027

Dear Parents and Carers,

As part of our commitment to keeping all children safe, please complete and return the form below regarding your child's arrangements for leaving school.

We know that some children are allowed to walk home on certain days but not others. As these arrangements are not always consistent, it can be easy for staff and children to become confused. To ensure that every child leaves school in line with their parents' wishes, please use this form to clearly confirm your child's usual arrangements so that we can keep our records up to date.

Please note that we cannot guarantee that emails sent during the school day will be read in time for staff to pass on changes to end-of-day arrangements. For this reason, it is important that the information on the form is accurate and updated whenever circumstances change.

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

Yours sincerely,

Judith Dale – Headteacher (BA Hons, NPQH, NPQLBC)

X.....

Child's Name-

Parents signature- Date-

	I give permission for my child to walk or cycle home at 3.15	I give permission for my child to walk or cycle home after club at 4.00 (or 4.45 for Gardening Club)	My child will be collected by another adult (name of adult)
Monday	Yes / No	Yes / No	
Tuesday	Yes / No	Yes / No	
Wednesday	Yes / No	Yes / No	
Thursday	Yes / No	Yes / No	
Friday	Yes / No	Yes / No	

