

**HEADTEACHER****Mr B J U McPherson BA(Hons), MA, MCCT****Park Road
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9 September 2026

Dear Parents and Carers

Start and End of Day Procedures

We are continually reviewing and updating our safeguarding procedures in order to ensure that children at North Leigh are safe. We have recently reviewed our Start and End of Day Procedures in line with Oxfordshire guidance and I would ask that you please take the time to read them on our school website.

Please note the arrangements for children in year 5; we do expect that children are collected by an adult and do not walk home alone in year 5 and below. Please also note, that children must be collected by someone over the age of 16.

Please complete the form confirming details of start and end of day arrangements. The form is available on our website but if you do prefer a paper copy, please contact the school office. Please note, this is not required for children in Foundation unless arrangements have recently changed.

If your child is able to walk home alone, please complete the form stating this instead. Once complete, you will receive an email confirming submission.

I would be grateful if this could be completed by Friday 25 September.

Thank you for your support.

Yours faithfully

**Ben McPherson**
Headteacher