



Dear Parent/Carer

**Re: Home time Arrangements**

Please complete and return the below reply slip as soon as possible indicating your child's home time arrangement. Should your arrangement change at any time, please notify the office or your child's class teacher to ensure that our records are current. **Please be aware that we are unable to release pupils to any persons not on your child's record if we have not been previously notified by the parent/carer.**

**All Year 3 pupils must be collected by an adult.**

Thank you.

Yours sincerely

Newquay Junior Academy

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**Re: Home time Arrangements**

Name of Child: ..... Class .....

I will collect my child from my child's class teacher from the playground at **2.55pm**   
*(All Year 3 pupils must be collected by an adult)*

or

I give permission for my child to leave the academy at **2.55pm**

*(Please remember to prepay and pre-book should your child require After School Ninjas Club)*

Signed: ..... (Parent/Carer)

	<b>Please state for each day:</b>  <b>Walk (and where they are walking to)</b>  <b>or</b> <b>Collected (and the name of who is collecting and their relationship to your child)</b>
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	