

The Oaks Infant School



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Thursday 10th September 2026

Dear Parents and Carers,

Following a recent review of our end-of-day collection procedures, and after reflecting on a couple of incidents that highlighted areas where we can strengthen our practice, we will be making some slight adjustments to our collection arrangements across all year groups. The safety and wellbeing of our children is always our highest priority, and these changes are intended to further enhance our safeguarding procedures.

Staff will ensure that there has been a clear acknowledgement between the adult collecting and the member of staff dismissing the child. This may be through a wave, clear eye contact, or another obvious form of recognition before a child is released.

We would also ask that parents and carers allow staff to safely see the class out before approaching for any conversations or before sending children back inside to collect forgotten items. This helps staff maintain full supervision of the children who are still waiting to be collected.

Our existing safeword system will continue to operate for any adult collecting a child who is not known to the staff member on duty. We appreciate your support in ensuring that anyone collecting your child is aware of this procedure.

For families in Year One, we are going to introduce a queuing system for each class. Initially this will be with one line per class – from the edge of the undercover area. This may increase to two lines in the future, but as and when we feel this appropriate, we will communicate this.

We understand that these measures may add a little extra time to the collection process. However, safeguarding is of paramount importance, and we are sure you will agree that taking a few additional moments to ensure every child leaves safely is worthwhile.

Thank you for your continued support and understanding as we work together to keep all children safe.

Kind regards,

Mrs Hurst
Executive Headteacher

Mrs Wynn
Head of School

