



Foxborough
Primary School

Common Road, Slough, Berkshire, SL3 8TX

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Thursday 11th September 2025

Dear Parents/Carers

RE: Safeguarding – Collection of Children

We would like to share some important information regarding the safe collection of children at Foxborough. This is particularly for new families joining our school, but also serves as a helpful reminder for everyone.

Our priority is always the safety and wellbeing of all pupils, and the following measures are in place to help us ensure that children are collected safely and only by those who have permission to do so:

- Children will only be released to people listed on the pupil's contact information, as provided on the admissions form or through updates on the Pupil Contact Sheet. This is recorded securely on the school's information system (**Bromcom**).
- If you would like your child to be collected by an older sibling, relative, friend, or neighbour, we kindly ask for written permission including the person's name, age, and contact information so that we can update **Bromcom** accordingly.
- For safeguarding reasons, children in Years 1–6 will only be released to individuals aged **14 or over**, while children in Reception must be collected by someone aged **16 or over**.
- Year 6 pupils may only walk home alone, or meet a parent at the school gate, if we have written permission from a parent/carer. This will also be recorded on **Bromcom**. For safety reasons, pupils with permission to walk home alone may bring a mobile phone to school, but it must be clearly labelled and handed to their class teacher at the start of the day.
- Year 6 pupils are not permitted to collect younger siblings or friends from Reception or Years 1–5.
- In the event of an emergency relating to your child's collection, please contact the school office as soon as possible.

We greatly appreciate your support in helping us keep all pupils safe at the end of the school day. If you have any questions or would like to discuss this further, please contact the school office.

Thank you for your cooperation and understanding.

Yours faithfully

Mrs J Theisinger
Headteacher