

Great Easton C of E (Aided) Primary School
Great Easton
Dunmow
Essex CM6 2DR

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Headteacher: Claire Jackman

12th July 2017

Dear Parents

Clubs lists went out last week with a deadline of next Friday. In order for us to be able to compile our transport lists, please can you complete and return the slip overleaf (via email is fine if you prefer) as soon as possible, to ensure we are up to date with the arrangements for children going home. If they will be attending a club, please make sure to annotate the form accordingly. Please also make sure to include your child's name as we had a number last time that only had a signature and sometimes these aren't easy to read!

We require a form for **ALL** children, regardless of whether they've 'always done.....'

NOTE:

- All children who are using the walking bus, bus or taxis will be escorted to the hall at the end of the day.
- A letter **must** be sent to your child's **class teacher** if there is a change to the normal arrangements. Your child should give this in at registration in the morning. Please ensure **full names** are on any such letter, in order to avoid confusion.
- **Verbal notification from children is not acceptable.**
- **Only in an emergency** should you ring the change through to the office during the day. We do appreciate that sometimes there may be unavoidable circumstances during the day.
- It is the responsibility of the walking bus volunteers, who are clearly identified with their yellow jackets, to escort the children on the route to the village hall. These are the **only** adults who should be accompanying the walking bus.

Parents who wish to use the route but are not walking bus volunteers should leave the bus stop with their children prior to the walking bus which leaves at 3:25 pm.

Yours sincerely

Sharon Scott

Sharon Scott
Business Manager

Name of Child Class

WB - Walking Bus; ST - School Transport; OT - Own Transport;
ASC - After School Club; CLUB - Other club.

MON	TUES	WED	THURS	FRI

Signature of Parent.....