



## **Bonneygrove Primary School**

Executive Headteacher: Mr Craig Hamilton BEd (Hons.), NPQH

**Bonneygrove Primary School and Millbrook Primary School Federation**

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14<sup>th</sup> November 2025

Dear Parents and Carers

I hope you are all well.

I am writing to remind everyone of our procedures for collecting children at the end of the school day. As you know, the safety of all pupils is our highest priority, and ensuring a smooth and secure pick-up process is an important part of this.

If someone new is collecting your child—whether this is a relative, a family friend, or another trusted adult—please ensure you inform the school office before the end of the day. Our class teachers have been advised not to release any child to an adult who is not named on the approved pick-up list. Whilst this may occasionally feel inconvenient, it is a vital safeguard and helps us keep both children and staff safe.

The office team are always happy to add new adults to your child's collection list, and this can be done very easily. You can contact the office by email at [admin@bonneygrove.herts.sch.uk](mailto:admin@bonneygrove.herts.sch.uk) or by calling 01992 307900. Even a quick email on the day is absolutely fine—just let us know who will be collecting and how they are related to your child.

We really appreciate your ongoing support with these procedures. By working together, we can ensure a safe, calm, and well-organised end to each school day.

Thank you once again for your cooperation.

Yours sincerely

Craig Hamilton  
Executive Headteacher  
Bonneygrove and Millbrook Primary Federation