Hall Green Primary School

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Head Teacher – Mrs A Gilbert

Monday 9th November 2026

Tuesday 24th November 2026 (afternoon) - Reception visit to the local post box

Dear Parents/Carers,

On Tuesday 24th November 2026, we will be walking the Reception children to the local post box on Hall Green Road to post their letters to Santa, which they will be writing in class.
The visit will take place during the afternoon, and the children will return to school before the end of the school day. Please collect your child from school as usual.

This walk will give the children a meaningful purpose for their writing, help them learn about their local community and provide an opportunity to practise road safety.

As we already hold a completed One-Off Consent Form for your child, no further consent is required for this visit. If we do not currently hold a completed form, we will send one home shortly. Please ensure your emergency contact details and your child's medical information are up to date on Arbor. If you have any questions or concerns about the visit to the post box, please speak to a member of staff.

Keeping children safe

The children will walk in small groups with school staff and will be supervised throughout. The route involves crossing one road. Staff will support children to cross safely, with adults positioned at the front and rear of each group and children holding hands. Children will receive clear safety instructions before leaving school, and staff will carry out regular headcounts.
A qualified first aider will accompany the children, carrying a first-aid kit. Staff will also carry a mobile phone, emergency contact details and any required prescribed medication, in line with child's agreed arrangements.

What your child needs

Please ensure your child wears their school uniform, a warm waterproof coat and suitable footwear for walking. Please let us know about any changes to medical needs, allergies, medication or additional support needs before the visit.
If the weather makes the walk unsafe, the visit will not go ahead.

Thank you for your support.

Kind regards
Mrs Mason and the Early Years Team