



Dear Parent/Carer,

In order to keep your child safe, we as a school need to know who will be collecting them from school. Please list below any adults, other than parents, who are authorised to collect your child. If you do not give permission for your child to be collected by anyone other than a parent, please return the signed form with no names listed. These details may be amended at any time by providing permission in writing to the class teacher.

If for any reason, an adult not on the “agreed list” will be collecting your child (for example, if they are going to a friend’s house for tea), you are asked to let us know, either in person, in writing or by telephoning the school office with details of the collecting adult.

Yours sincerely,

Emily Webb

Deputy Headteacher

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Forms should be completed and returned to class teachers.

Child’s Name:

Class:.....

People authorised to collect my child:

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Signed:.....

Date:.....