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Dear Parents and Carers,

RE: Picking up your child at the end of the day

Please complete the form below providing up to three named adults who have permission to collect your child at the end of the day. This information will help us to make a quick and informed decision if somebody less familiar to us collects your child or if the class is being dismissed by a supply teacher. There is also an option for you to provide a password, which can be used by the adult you have allowed to collect your child, to verify they are known to you.

If someone not named on the consent form or does not know the password attempts to collect your child, we will, for matters of safeguarding, need to speak to you to confirm they do have permission.

Any changes to your normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be detailed in a letter to the school office or your child's class teacher.

Many thanks for your understanding and for providing us with this very important and essential information.

Kind regards

Paul Lufkin (Executive Headteacher).

Please complete and return to your child's class teacher

Name of child _____ Class _____

	Name of adult who has permission to collect child (Please PRINT)	Relationship to the child	Contact mobile telephone number of named adult
1.			
2.			
3.			

Password which all named adults will be able to provide when collecting your child _____

Signed _____ (Parent/ Carer) Date _____

Print name _____ (Parent/Carer)