

9th January 2018

Dear Parent/carer

Collecting your child at the end of the day

Safeguarding is one of our highest priorities. Therefore, at the end of each school day it is essential that the class teacher knows who is collecting your child. To help us with this please complete and return the attached form giving us the names of 3 people who you give permission to collect your child. This would be in an unexpected situation.

The information will be recorded in each class. Your child will not be able/allowed to leave the school with anyone else unless you have informed the class teacher and the school office.

We ask that you contact the office if someone other than one of the named people is collecting your child.

Please note it is your responsibility to keep us informed of any changes to this information.

Yours sincerely

Elizabeth Maycock
Headteacher

