



AUTHORISED PEOPLE TO COLLECT & END OF DAY ARRANGEMENTS:

Children in Years 3 & 4 should be collected from the school grounds. The children are escorted by their teacher just after 3.25pm, once they have gathered their belongings, to the concrete area outside the hall (near the trim-trail).

Once children are in Years 5 & 6 they may walk home alone or meet their adult outside the school grounds but only if the school is advised in writing.

I / We authorise the following adults to collect

Name of child: _____ from school at any time.

If there are any changes to this list I will inform the school immediately.

Signed: _____ Date: _____

NAME

RELATIONSHIP TO CHILD

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Please note that we need written permission for your child to go home with any person not listed in our records.

EXECUTIVE HEADTEACHER
Ms L Jackson

EXECUTIVE DEPUTY HEAD
Mrs E Hunt

ASSISTANT HEAD
Ms C Enters

