June 2024

Dear Parent

**Authorised Child Collection**

In the interests of your child’s safety, it is important for staff at the school to be aware who is authorised to collect your child at the end of the day.

To this end we would be grateful if you could complete the second page of this letter detailing the names of people, **including yourselves**,who are authorised to collect your child on a **regular basis**. We will not release your child to any person not shown on this list.

We appreciate that there will be times when someone, who is not on the list, will be collecting your child for play days or emergencies but we ask that an email is sent by lunchtime or a call into the office to ensure that our staff are aware someone different will be collecting your child. We will not release your child to anyone, not on the list, without confirmation from the parents.

Yours sincerely



M Fusi (Mrs)

Headteacher

**Authorised Child Collection**

Child’s name ……………………………………………………………………………………………………………….…….…………….

My child may be picked up by the following people any day of the week:-

The following are authorised to collect my child after school:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Day of the week** | **Name** | **Relationship** | **Telephone number** |
| **Monday** |  |  |  |
| **Tuesday** |  |  |  |
| **Wednesday** |  |  |  |
| **Thursday** |  |  |  |
| **Friday** |  |  |  |