



Persons Authorised to Collect Children from School

We will not hand over your child to any unauthorised person. If you have not informed us of any changes and an unauthorised person comes to collect your child, they will not be able to do so until we have contacted to you and sought authorisation.

If you wish anyone else to collect you child on any specific day you must either inform a member of staff of this when you drop your child off in the morning or call the School Office and notify us of the changes (**calls must be made before 11am/2.30pm for Nursery and 2.30pm for the rest of the school**).

Name of Child	
Class	
Date	

The following persons are authorised to collect my child from school:

Name	Relationship to Child

End of School Day Permission for Your Child to Leave School without an Authorised Person Collecting Them

If your child is in Years 4, 5 or 6 and you are happy for them to take responsibility for getting home without being collected by an authorised person, please indicate below

I am happy for _____ to be dismissed from school and to travel home from school without an authorised person collecting them

Signed..... **Date**

Print Name **Relationship to Child**