



# COLLECTION FROM SCHOOL/GOING HOME PROCEDURES



ACADEMIC YEAR 2020-2021

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

**Please read this form carefully before completing and returning to school as soon as possible. Thank you.**

All children in **Reception, Year 1, Year 2, Year 3 & Year 4** must be collected by an adult from their classroom. Parents of children in **5 and 6** may also wish to collect their child from the classroom door.

Please list the adults who will usually collect your child from the classroom door.

Each adult will need the password of your choosing which you should record in the box below for our information and so that we can release your child:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

In case of any person arriving to collect your child not being recognised by the teacher in charge of the class that day, they will be expected to provide the correct password and to provide their personal details when asked. Failure to supply both pieces of information will result in the school not being able to hand your child over and the school having to phone you or another parent/carer with responsibility.

Please be aware that the password will be known to relevant school staff and the identified adults only.

Please record the password you have chosen here.

Parents of children from **Year 5 and 6** may prefer to choose from the options below.  
Please tick and initial against the most usual arrangement that applies to your child.

My child will be met at the place listed below:  _____	Tick & initial
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My child will be met at the school gate.	Tick & initial
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My child will cycle home independently. I am happy that my child is responsible and safe enough to do so.	Tick & initial
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My child will straight walk home independently. I am happy that my child is responsible and safe enough to do so.	Tick & initial
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**ALL PARENTS TO COMPLETE THIS SECTION PLEASE:**

Name of parent: \_\_\_\_\_ Signature of parent/carer: \_\_\_\_\_