



**PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT)
TO PICK UP A CHILD AFTER SCHOOL**

Dear Parent

There will be occasions where it may be necessary for someone else to pick up your child from school.

To ensure the safety of all children in our care, we are unable to hand your child over to any person other than you, the parent, without prior permission.

Please list below any adults who have your permission to collect your child from school including when this will be i.e. on a regular basis or specific days. If there are any changes to this information, please inform the office as soon as possible.

Please be aware you will still need to phone the office on the day to inform the school of any ad hoc changes.
Thank you.

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I, (parent name) give permission for my
child..... Class..... Signature.....
Date.....

To be collected by the following people...

Name of adult	Relationship to child	Specific days or any day