

School collection procedures

Dear Parents and Carers,

All staff at Northstead School are fully committed to safeguarding and the well-being of children in our care. To ensure that we are fully meeting this commitment, we need you to keep us informed of any changes to your child's collection information.

In order to keep children safe we can only release children to adults listed as contacts for the child or additional adults who have been named in writing.

Please use the form below to name any additional adults that you give permission to collect your child from school. This must include any older siblings who may collect the child (N.B. siblings must be of secondary school age or older). If you are not sure who is named as a contact for your child, please telephone the school office who will be able to advise you.

We appreciate that from time-to-time you may need to arrange for a different adult to collect your child at short notice, if this is the case, please contact the school office before 3:10pm to discuss. If an adult that has not been named arrives at school to collect your child, the school will not be able to release the child and you will be contacted.

If circumstances change and it is no longer appropriate for a named adult to collect your child, please let the school know as soon as possible so that we can amend our records.

Thank you in advance of your cooperation.

Mr S. Hopper
Headteacher

Name of child: _____ Class: _____

Additional Adult 1: _____ Relation to child: _____ Contact no: _____

Additional Adult 2: _____ Relation to child: _____ Contact no: _____

Additional Adult 3: _____ Relation to child: _____ Contact no: _____

Parent/ Carers Signature: _____ Date: _____

Print name: _____

