



Collection of a Pupil by a Sibling

Dear Parents,

Keeping children safe is the most important thing we do each day and to that end we wanted to clarify our process for releasing pupils back to you at the end of the school day.

In common with most schools, children in Key Stage 2 (Years 3-6) are released by their teacher from their classroom each afternoon at 3.30pm. They then leave the school site. Some older children walk home independently. Children in our Foundation Phase are handed over at one of three doors on the infant playground to an adult. If your child is being collected one day by a different adult (i.e. not their parent), please make sure you drop their classteacher a note so that they are aware of this. If you wish your child to be collected by an elder sibling (i.e. someone who is themselves a child / under 18), please complete and return the slip below to your child's teacher.

Please note that, school staff will only release your child to an under 18 year old if you have authorised this and named them in writing. This includes when you are elsewhere on the school site or perhaps waiting in a car adjacent to the school site.

This letter & consent slip is also on our school website in the 24/7 Office section for your convenience.

Thank you for helping us to smooth the arrangements at what is always a busy time.

Yours sincerely

Steve King
Headteacher

Collection of a Pupil by an Under 18 Year Old

I give my consent for my child _____ in class _____ to be collected at the end of the school day by _____.

Signed _____ Name _____ Date _____

Please return this consent form to your child's teacher – Thank You