



From September 2017

Dear Parents and Carers,

To ensure your child's safety at home-time, we are updating our class lists indicating who can collect your child.

**If anyone tries to collect your child and they are not on the list, we will not allow them to take your child from school and we will contact you immediately.**

Please can we also ask that you stand away from the door at home-time so that both staff and children can see all parents and carers clearly.

Many thanks for your co-operation.

Class Teacher

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Parent / Carer of ..... Class .....

I give permission for the following people to collect my child from school and I will inform school of any changes:

|                |                             |
|----------------|-----------------------------|
| Person 1 ..... | Relationship to child ..... |
| Person 2 ..... | Relationship to child ..... |
| Person 3 ..... | Relationship to child ..... |

Any additional persons:

.....  
.....

Signed ..... (Parent / Carer) Date .....