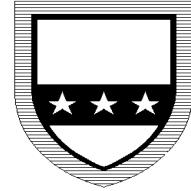


Poulton Lancelyn Primary School



Dear Parents,

14th June 2019

Following a review of our current "End of Day" collection arrangements we have made some amendments which will be implemented from September in order to ensure and support Safeguarding procedures. These changes are indicated on the reply slip below.

The school office must be emailed/telephoned by 3:15pm or Gate Staff informed by 8:55am on any day when there is a change in your child's collection arrangements - staff will be unable to release children to the care of others until they receive notification from the office staff.

We request that you complete the form below and return it before Friday 19th July 2019. Many thanks for your continued support.

Yours sincerely,

Mrs C Arnold

Headteacher

✂

COLLECTION PROCEDURES - REPLY SLIP

KS1

Child/Childrens Names: Current Class(es)

We/I will collect my child from the class teacher outside the KS1 Building ☐

We/I give permission for the following people to collect my child.....

.....

KS2

Child/Childrens Names: Current Class(es)

We/I give permission for my child to walk home ☐ (KS2 ONLY)

We/I give permission for my child to meet me on the Infant playground ☐ (KS2 ONLY)

We/I will collect my child from the class teacher outside the KS1 Building ☐

We/I will collect my child from the class teacher outside the KS2 Building ☐

We/I give permission for the following people to collect my child.....

.....

We/I am aware that I must contact the school office to inform them of any changes to pick up arrangements before 3:15pm on any day ☐

Signed (Parent/Guardian)

Date