

**ST. ANNE'S CATHOLIC PRIMARY SCHOOL**

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Leanne M Simpson B.A. (Hons)  
Headteacher

7<sup>th</sup> March 2016

Dear Parents,

As you know we are committed to safeguarding and the wellbeing of the children, and expect all our staff and volunteers to share this commitment. Therefore, I would like to clarify our procedures for collecting children from school by persons other than by the parents.

If your child is being collected by another person, we request that you send a note in to the class teacher. If the pick-up arrangements change during the day in question, please ring the office with details of the adult collecting. If that person is unknown to the teacher or the school, please provide a password known only to that adult and the school office.

Additionally, please be aware that if you wish your child to be collected by a sibling under the age of 16, then the school requires the consent form below to be completed and signed by the parent which will be held with your child's records.

Likewise, if you wish your child to go home independently, the school also requires a consent form to cover this situation to be held on file. By completing this consent form you are agreeing for your child to make his/her way home with your assurance that there will be a responsible adult present on arrival.

These consent forms will also be available on the school website.

Many thanks for your support and co-operation in this matter.

Yours sincerely,

Miss L M Simpson

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**End of School Collection Arrangements**

I give my permission for \_\_\_\_\_ (name of child) to be collected at the end of the school day by: \_\_\_\_\_, **who is under 16 years of age.**

Signed: \_\_\_\_\_ (Parent)      Date: \_\_\_\_\_

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**End of School Independent Travel Arrangements**

I give my permission for \_\_\_\_\_ (name of child) to make his/her way home independently, with my assurance that there will be a responsible adult present on arrival.

Signed: \_\_\_\_\_ (Parent)      Date: \_\_\_\_\_

