

Dear Parents and Carers of children in Reception,

When your child joins the school, we need to ensure that:

- **children are released only to adults who have been named by the parent/carer**
- **written permission is obtained from parents where children are to be picked up by another adult (except where there is a valid reason)**

Please take the time to inform us which adults you give permission to collect your child from the school. You will need to inform the school office if someone not listed is to collect your child.

Thank you in advance for your co-operation,

Yours sincerely

Ben Tull  
Headteacher

### Collection of Children Under 5

Name of Child: \_\_\_\_\_ Class Number: \_\_\_\_\_

My child may be collected from school by the following adults:  
(Please remember to include yourself)

	Name of Adult	Relationship to Child
1		
2		
3		
4		
5		
6		
7		
8		

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_