

St John Henry Newman Catholic Primary School
Aqua Drive
Hampton Water
Peterborough
PE7 8QL
Email: office@st-johnhenrynewman.org.uk
Tel: 07946204052
Headteacher: Mr M Cooper



Dear Parents/Carers

Collection after School

As you know, as a parent, it is your responsibility to ensure that your child is collected at the end of the school day by either yourself or another responsible person. To ease the 'handing over' process at the end of the day, we are requesting that you complete the attached form stating which people are authorised to collect your child/children. It allows all staff to be 100% confident that each child is collected at the end of the day by a known, named person and that all children will be responsibly cared for after school.

If for any reason, a person not on the "agreed list" will be collecting your child (for example, if they are going to a friend's house for tea), you are asked to let us know, either in person, in writing or by telephoning the school office with details of the collecting person. Similarly, we fully understand there are rare occasions when, perhaps due to an emergency, parents are not able to collect their children promptly from school.

If you find yourself in this position, please contact school as a priority. If you are unexpectedly delayed and are going to be late picking your child up from school, please contact us immediately by telephoning the school office.

I hope you can see that the safety and welfare of all our children is at the centre of this procedure. Please complete and return the form on the back.

Thank you for your continued support.

Regards,

Mr Cooper
Headteacher

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All children at St John Henry Newman Catholic Primary School must be collected from school at 3.15pm by a named person. Only parents can authorise another person to collect their child. Please complete this form to tell us who you authorise to collect your child. If a person not named on this form arrives at school expecting to take your child, we will not release them.

Name of Child _____

I give the following people permission to collect my child/children from school, (Please include parents/carers)

Name of Person	Relationship to Child

I understand that no other person will be allowed to collect my child and agree to inform the school immediately if this information changes.

If there are changes in the future and you wish anyone listed to be removed or to be added, please ask for a new form at the office.

Signed _____ Date _____

Parent/Carer Name _____ (please print clearly)

FORM MUST BE COMPLETED BY PERSON WITH PARENTAL RESPONSIBILITY