



**PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT)
 TO PICK UP A CHILD AFTER SCHOOL**

Dear Parent

From time to time you may find it necessary for someone else to pick up your child from school. In order to ensure the safety of all children in our care, we are unable to hand your child over to any adult other than you the parent, unless you have given us prior written permission.

Please list below any adults that have your permission to pick up your child and when they are likely to do so (not specific dates). If they will be picking up on a regular basis on regular days, please specify. If they are permitted to pick up anytime, please state 'any day'.

Please note that we are unable to hand a Reception Class child over to an older sibling here at Ellingham. Pick up by siblings of secondary age will only be allowed by prior arrangement. Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission or you have phoned the school to advise the reception desk before the end of the day.

Thank you.

I, (insert your name) give permission

for my child in Class to be

collected after school by the following people.

Name of adult(s)	Relationship to Child	When, which days to pick up if know

Signed:

Date: