



6 September 2018

Ettington Church of England  
Primary School

Dear Parents

To ensure the safeguarding of all children, it is essential that the school has a procedure in place for the safe collection of all children at the end of a school day.

No adult other than those named below (including the signatory) will be allowed to leave the school with your child. In the event that someone else should arrive without prior knowledge, the school will telephone the parent/carer and await their advice.

Should arrangements change during the day and any additional adult needs to collect your child, the School Office should be contacted by telephone and we will inform the Class Teacher.

Please complete the slip below and return it to the School Office by Monday 10<sup>th</sup> September. This overrides any other letters that we have received in prior years to the School.

If you have any queries then please contact the School Office.

Yours sincerely

**Mr D Johnson**  
**Head Teacher**

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**COLLECTION ARRANGEMENTS – 2018/2019**

**NAME OF CHILD:** \_\_\_\_\_

**YEAR GROUP:** \_\_\_\_\_

**NAME OF ADULTS WHO ARE AUTHORISED TO COLLECT:**

**MAIN COLLECTOR:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**NAME OF PARENT:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_