



A WORLD OF LEARNING TOGETHER

Friday 17th November

Collecting children from school at the end of the school day

Dear parents and carers,

As you are already aware, we now require you to call school in advance if you are sending someone different to collect your child at the end of the school day (providing their name and contact details). However, this still does not always happen and we are unable to let a child leave until we have been able to make contact with the parent to get permission.

Another difficulty for us is that because, each year, new teachers start at Clifton and classes move up to new teachers, other adults who have collected children in previous years are not recognised, therefore, permission still needs to be sought.

We are, therefore, asking parents to complete the slip below with the details of any other persons who sometimes collect your child. Please return the slip to your child's class teacher by Thursday 23rd November. If you are the only person who collects your child then you do not need to complete the slip.

Thank you for your support and understanding. The safeguarding of our children is absolutely paramount and takes priority at all times.

Yours sincerely,

S. Allen and N. Hemming

Dr S. Allen and Mrs N. Hemming
Acting Co-Headteachers

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Name of child: _____ Class: _____

Other persons authorised to collect my child at the end of the school day:

Name _____ Mobile no. _____ Relationship to child _____

Name _____ Mobile no. _____ Relationship to child _____

Name _____ Mobile no. _____ Relationship to child _____

Signed _____ Relationship to child _____

Acting Co Head Teachers: Dr S. Allen and Mrs N. Hemming

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