Pick Up Arrangements 2023-2024

Please indicate below the pickup arrangements for your child. This will be used by the Class Teacher at home time to ensure your child is collected by a chosen adult or allowed to go home by themselves as you have specified.

**Complete 1 sheet per child.**

**When to contact the school office …**

You will then only need to contact the school office if:

* *The person picking your child up from school is different to the names listed below.*
* *The child is going to after school club, which is a different arrangement to what your child is aware of (this is additional to contacting After School Club and booking your space).*
* Your child is going home with another parent (who is not listed below).

**PLEASE MAKE SURE THAT IF THERE IS A CHANGE TO THE PICK UP ARRANGEMENTS THAT THIS INFORMATION IS GIVEN TO US IN A TIMELY MANNER. E.g. 3pm at latest.**

Your child will not be released to anyone other than the people on this list. People who try to collect, whose names are not on this list, will be asked to wait whilst the school tries to make contact with the child’s Parent or Carer.

Pick Up Arrangements 2023-2024

|  |  |
| --- | --- |
| Child: |  |
| Class: |  |

|  |  |  |
| --- | --- | --- |
| *Year 5 & 6 only –*  My child is allowed to go home by themselves… | | |
| Yes | | No |
| 🞏  Please note - if you tick this box, you are accepting that once your child has left the school site, the school is no longer responsible for your child. | | 🞏 |
| **My child is allowed to cycle home by themselves** | |  |
| Yes | No |
| 🞏 | 🞏 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Who is allowed\* to pick up your child?  \*Please note – Parents are automatically allowed to pick up a child from school as they have, what is known, as P.R. - Parental Responsibility. Please name them. Include step parents’ names also as well as child-minders or Grandparents etc Basically, we need to know who you are allowing us to release your child to. | | | | |
|  | Name | | Relationship to child | |
| 1 |  | | Parent | |
| 2 |  | | Parent | |
| 3 |  | |  | |
| 4 |  | |  | |
| 5 |  | |  | |
| 6 |  | |  | |
| Who is **not** allowed\* to pick up your child?  \*Please note – Only complete this section IF you have a court order which prevents a particular person from picking up your child. The school will need to see a copy of this. | | | | |
| 1 | |  | |  |
| 2 | |  | |  |

If your child attends after school clubs on **regular days** each week, please indicate these below…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| After School club (regular night) Please tick 🗸 | **M** | **T** | **W** | **Th** | **F** |