



WEST SUSSEX COUNTY COUNCIL
SUMMERLEA C.P. SCHOOL



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 WEST SUSSEX, BN16 3SW

HEADTEACHER: MRS H MORRIS

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'Growing thoughtful learners and independent thinkers'



7th September 2020

Dear Parents/Carers

Collection Arrangements – Reception and years 1,2,3 and 4

If you are not the only person who collects your child from school, please fill in the slip overleaf giving us details of other adults who may collect at the end of the school day, or from an after school club. By completing the slip, parents/carers give their permission for any of the adults listed, to collect their child without the necessity of a phone call to the office. In order to reduce the number of phone calls to the office and the need for staff to pass messages to teachers about alternative adults collecting children, we maintain a comprehensive list of all collecting adults for each child in our school.

We would still strongly encourage a dialogue between parents and teachers, first thing in the morning, if there is to be any variation in *usual* collecting arrangements.

If an adult who is not on the collecting list, arrives to collect a child and parents have not informed the class teacher about this first thing in the morning, the teacher will not release the child to that adult. Our children's safety is paramount and if we are at all unsure about collecting arrangements, we will always telephone a parent for clarification before releasing a child to another adult.

If your child is to be collected by an alternative adult (on the list), please do your very best to let your child know who this is, before they come to school that morning, so that they are expecting them. Please ensure that if you wish to add another adult to the list or to remove someone, you speak directly with a member of the admin team, who will update the class list.



We fully understand that sometimes plans change during the day and that parents/carers can be delayed for various reasons, making them unable to get to school to collect. If this is ever the case and you need to phone the office to inform us of an alternative arrangement for collecting a child, please do this as early in the day as possible, to avoid the busiest time just before the end of the school day.

Thank you for your valuable support in this matter.

Yours sincerely

Helen Morris

Helen Morris
Head Teacher

Collection Arrangements

Name of child: _____ Class: _____

Name of Parent/Carer/ who *usually* collects: _____

Name of other Parent/Carer (if appropriate): _____

Names of other collecting adults:

Name of adult	Relationship to child

I give my permission for the adults named above to collect my child from school when I am not able to, without the need to phone school to confirm.

Signed: _____

Name of parent/carer signing (please print clearly): _____

PLEASE HAND THIS FORM TO YOUR CHILD'S CLASS TEACHER

