



Whitchurch Church of England Primary School

Arrangements for the End of the School Day

Year 3 & 4

Name of Child:..... Class:.....

Please indicate the adults authorised to collect your child at the end of the school day from their class teacher. Please note older siblings can collect if they are aged 14 or over (as per NSPCC guidance) and only when prior permission has been given by the parent to the school.

In special circumstances permission may be granted for children to be allowed to walk to meet their parents at a designated spot on the school site. However, children should not leave school grounds without their adult and must return to their teacher or the office if their parent is not where they were due to meet them. If you would like to discuss this, please talk to the class teacher.

Day of the week	Names of Adults/Siblings over 14
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

I will inform the school office if arrangements are different for any reason.

Signed:..... Date:.....
(Parent/Carer)

If arrangements are different to the above please ensure your child’s class teacher knows as soon as possible.

