**End of School Day Arrangements**

Please complete the details below detailing the normal arrangements for your child at the end of the school day. If you have more than one child at the school you can complete one form if the arrangements for the children are the same. If there are a number of people who collect your child on a regular basis you can name them all in the details section. However, please be aware that if any one of the adults you have listed arrives in school and informs the member of staff dismissing the children that they are collecting your child, your child will be handed over to them.

|  |  |
| --- | --- |
| **Child/Children’s Name/s:** | **Class/Classes:** |

|  |  |  |
| --- | --- | --- |
| **Name of person/s authorised to collect my child at the end of the school day.** | **Emergency Contact number** | **Relationship to child** |
|  |  |  |
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| --- |
| **For children in Years 4,5 & 6 only** |
| I confirm that my child can walk home from school on any day and they have been made familiar with their walking route and have been instructed on road safety. TICK |
| Signed………………………………….. Parent/Guardian |

I confirm that the details listed above are accurate. I agree to inform the school office if the details listed above change. If there any temporary exceptions to the permissions on the list, I will inform the school office in advance who will put a note for the day wit the end of day registers.

Name: ………………………………….. Signed: ……………………………….. Date: ………………….

**Return to the school office**