**Clipstone Brook Lower School**

Brooklands Drive

Leighton Buzzard Email: office@clipstonebrooklower.co.uk

Bedfordshire Tel: 01525 376085

LU7 3PG Website: www.clipstonebrooklower.co.uk

Headteacher: Sarah Orr

PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT) TO PICK UP A CHILD AFTER SCHOOL

Dear Parent / Carer

From time to time you may find it necessary for someone else to pick up your child from school. In order to ensure the safety of all the children in our care, we are unable to hand your child over to any adult other than you the parent, unless you have given us prior written permission.

Please list below any adults that have your permission to pick up your child and when they are likely to do so (not specific dates). If they will be picking up on a regular basis on regular days, please specify. If they are permitted to pick up anytime, please state ‘any day’.

Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission or you have phoned the school in advance to advise the office before the end of the day. Thank you.

I, ……………………………………………………………………(*insert your name*) give permission for my child ……………………………………………… in …………………………………............... Class to be collected after school by the following people:

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| --- | --- | --- |
| **Name of Adult(s)** | **Relationship to Child** | **When, which days to pick up …. if known** |
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Signed: ………………………………………………………… Date: …………………………………….