



Head Teacher:

Mrs Beth Atkinson

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6th September 2017

Dear Parents/Carers,

Please help us to keep your children safe by completing the proforma below about who can collect your child from school this academic year. All we need is a list of the people you are happy for us to release your child to at the end of the school day.

If you are giving permission for your child to walk home alone (**children in Y5 & Y6 only**), please also sign below.

If at any point this information changes and you need to add or take away someone from the list then please telephone the office and they can make sure that records are adjusted.

Many Thanks,

Mrs Beth Atkinson
Head Teacher

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Child's Name:.....

Year Group.....Class:.....

Please list below the people you would like to authorise to collect your child from school:

Name of authorised person OR Windmill Club (forename & surname)	Relationship to child (eg mother, aunt, neighbour etc)

Year 5 & 6 Parents:

Yes I give permission for my year 5/6 child to walk home alone at the end of the school day

SIGNED

PRINT YOUR NAME.....

RELATIONSHIP TO CHILD



