



# Corbridge Church of England First School

Dear Parents/Carers

June 2016

## Reception - Going Home Arrangements – Academic Year 2016-2017

For safety reasons, we need to ensure that children are collected at the end of the school day by the appropriate person/organisation. Some children are regularly collected by after school organisations, private childminders or authorised transport.

Please complete the attached reply slip and return it to school by Tuesday 5 July 2016.

By adding a person or organisation to the form you are giving permission for school staff to allow that person to collect your child at the end of the school day, **without prior instruction**.

If your child is going to be collected by somebody different due to unplanned circumstances, and you have not listed the person on this reply slip, please contact the school on the day of the collection so that we can inform the teacher.

We will ask you to complete a new going home arrangements form each academic year for each child you have in school.

Miss. Ainsley  
Head Teacher

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## Reception - Going Home Arrangements – Academic Year 2016-17

CHILD'S NAME: .....

Other than myself, my child can be collected at the end of the school day by:

Name of person or organisation	Relationship to child (e.g. aunt, friend, childminder, childcare)	Telephone contact number

Any other information which may be helpful:

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.....

Parent/Carer (please print name): .....

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