



Reculver Church of England Primary School

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Headteacher: Mrs Jenny Ashley-Jones BA Ed (Hons)

Deputy Headteacher: Mrs Stella Collins BA (Hons)

Monday 10th October 2016

Dear Parents/Carers

We are in the process of updating our collection procedures at the end of the school day. Parents/Carers are now required to provide written authority for any adults, other than those with parental rights and responsibilities, to collect their child from school.

We have prepared several permission letters for you to complete, sign and return and these are outlined below. You will need to complete the permissions that apply to you and your circumstances. This may mean that you will need to complete more than one permission section. When you have completed the relevant sections please return this document to your child's/children's class teacher or the office by **Friday 21st October 2016**, in preparation for the beginning of Term 2.

- Childminder to collect
- Travel on a bus
- Walk home independently
- Relative or friend to collect
- Attend Kindergarten Kids After School Club

How to notify of changes

Your written permission will remain in place unless you notify the school of any changes. If your circumstances change you must notify the school immediately either in writing or by sending an email to the following email address, office@reculver.kent.sch.uk.

Thanking you advance for completing these letters and if you have anything you are not sure of please do not hesitate to contact me.

Yours sincerely

Mrs Stella Collins

Mrs Stella Collins

Deputy Headteacher



I give permission for my child (name of child) _____ Class _____

Permission for Childminder to Collect

to be collected by their childminder (name of childminder) _____

on the following days (tick the days that apply)

Monday
Tuesday
Wednesday
Thursday
Friday

Permission to Travel home by Bus

to travel home from school independently by bus on the following days (tick the days that apply)

Monday
Tuesday
Wednesday
Thursday
Friday

Permission to Walk home Independently

to walk home from school independently by on the following days (tick the days that apply)

Monday
Tuesday
Wednesday
Thursday
Friday

Permission for Relative or Friend to Collect

to be collected by (name of relative or friend) _____

Monday
Tuesday
Wednesday
Thursday
Friday

Attend Kindergarten Kids Afterschool Club

to attend Kindergarten Kids Afterschool Club on the following days (tick the days that apply)

Monday
Tuesday
Wednesday
Thursday
Friday

I understand that this written permission will remain in place unless I notify the school of any changes. If my circumstances change I will notify the school immediately either in writing or by sending an email to the following email address, office@reculver.kent.sch.uk.

Signed _____ Print name _____

Date _____