



~ Every Child Matters Every Day ~

Warstones Primary School  
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[www.warstonesprimary.uk](http://www.warstonesprimary.uk)

Head Teacher: Mrs Fiona Feeney

### Permission to collect from School 2018-19

We understand that sometimes you are unable to collect your child from school and need to ask someone else to do it. For safeguarding purposes, we need to know who is collecting your child and how they can be contacted if needed.

**It is important that you let school know if someone else is collecting your child on any given day. We will not let your child go home with someone else if we have not had your permission. We will contact you if there is a concern.**

Child being collected \_\_\_\_\_ Class \_\_\_\_\_

Name of person collecting: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Contact details of person collecting:

Address: \_\_\_\_\_

Telephone/mobile \_\_\_\_\_

If this is to be a regular arrangement or for a particular period of time, please indicate dates/days below:

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

In line with the 2018 Data Protection Act, this data will only be accessed by staff at Warstones Primary for the safety of your child. It will be stored in the school office and on your child's records. It will be removed/destroyed at the end of the year or before if requested.

