



# Hordle CE (VA) Primary School & Nursery

## Pick Up Protocol

### COLLECTING YOUR CHILD AT THE END OF THE DAY

**It is essential that you complete and return this form.**

#### Collection by an Adult

Children are released from their classroom doors. **The class teacher will not release your child to anyone (whether they are known to the school or not) for whom we have not received your prior permission. Please list all potential end of day carers on this form.**

This means that parents **MUST** notify the school of any changes to usual pick up routines **before 2pm**. e.g. if you are delayed you must call the office to inform them before the end of the day. We are confident that parents will view this as an acceptable inconvenience in light of their children's safety.

Parents are asked to collect their children in order, from youngest to oldest and to be prompt. We respectfully request that parents do not come to the classroom door more than 5 minutes before dismissal as it can be very distracting for the children.

#### Walking Home Alone

If your child has your permission to walk home unaccompanied (or to meet you outside school) please specify on the form. Again, we will not release children until we receive your consent to do so. Please note that after October half term until February half term, children will not be allowed to walk home alone after clubs or wait outside the school gates alone due to the dark evenings and our safeguarding policy.

Child's Full Name:	
Current Year Group:	

**I give permission for my child to be collected by the following adult/s.**

Please specify full names and relationship to the child and provide a full and comprehensive list of anyone who may collect.

**I give permission for my child to be released alone**

Please specify where your child will be met by an adult e.g. home, school gate, crossroads

If you have said that your child may be released to walk home alone, you are signing to confirm the following

- a) I believe my child to be both competent and trustworthy to take on this responsibility
- b) I have discussed the highway code with my child and believe them to be able to take due care and attention whilst on the public highway
- c) I have discussed with my child, what they should do in the unusual event that something in our arrangements doesn't work out. These arrangements are:
  - 1) to return to school immediately where we will care for them until alternative arrangements can be made to look after them
  - 2) to go to \_\_\_\_\_ (e.g. family member/friend/neighbour)

Telephone Number \_\_\_\_\_

<b>Parent/Guardian Name:</b>	
<b>Relationship to child:</b>	
<b>Date:</b>	