



Head Teacher: Mrs Emma Bowler
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Dear Parents/Carers,

School Year 2026 - 2027

To enable us to keep the children as safe as possible, please complete the form below and identify who will be picking up your children each day, e.g. Monday – parents, Tuesday – After School Club

Name of Child Class

Day	Name of Person Collecting
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

If your child is collected by a child minder please write their name, address and telephone number in case of emergencies.

Name	Address	Telephone Number

If you wish your child to exit school through another classroom door, could you please speak to the School Office who will be pleased to take your details.

Please let the school office know by telephone/note when any of the above details change.

Emergency Collection – safety mechanism

In the event of an emergency which necessitates you contacting the school to inform us that a person not named above will be collecting your child, you will need to use a code word. Please consider this carefully as you will need to remember it, use it when you call us and pass it to the person collecting on your behalf, who will need to identify it to the teacher.

My code word is

