




## LADYBRIDGE PRIMARY SCHOOL

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Dear Parent/Carer

In order to ensure the safety of all our children, and to meet the legal requirements of the Early Years Foundation Stage and Key Stage One curriculum, it is necessary that we have the names of all people who may collect your child from school.

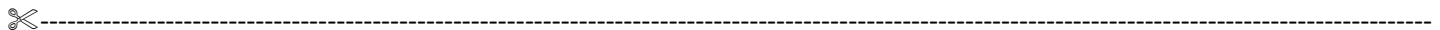
Please complete the slip below with details of your family members (**including yourselves**), neighbours, friends and/or afterschool clubs who may collect your child. You may nominate more than one person. We are not allowed to let your child leave with any other person, who **has not been nominated** on this form. However, in **exceptional** circumstances, we will accept a verbal notification from a parent/carers by phone, giving the name and relationship of the person collecting and a mutually agreed password.

We would request that you let us know as early in the day as possible if you intend for someone else (other than the people named below) to collect your child.

Thank you for your support and understanding in this matter, as I am sure you can appreciate the safety of all children is paramount.

Yours sincerely

Mr C Watson  
Headteacher



### Collection of EYFS and KS1 Children

Child's Name \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Name of Person Permitted To Collect Above Child	Relationship to Child, eg, Mother, Father, Neighbour, Friend, Afterschool Club etc	Contact Number

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_