**The Palmer Academy**

70 Northumberland Avenue, Reading RG2 7PP

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**Headteacher**: Mr D. Prendergast

**Deputy Headteacher**: Miss L. Thomassen

Company Reg Number: 08643729

VAT Reg. No. 200 191625

**Dismissal & Collection of Pupils**

**We will only release your child to persons who have parental responsibility or adults (over 16) nominated by yourself. Please could you list those who may collect your child:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of child:** |  | **Class:** |  |

**Those who have parental responsibility (only those named on your child’s birth certificate or nominated by the courts):**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Surname** | **Mobile Number** | **Relationship to child** |
|  |  |  |  |
|  |  |  |  |

**Nominated adults (over 16) who may collect my child:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Surname** | **Mobile Number** | **Relationship to child** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Year 5 and 6 pupils only**

I agree that my child may walk home alone from school and after school clubs: **Yes / No (please delete)**. ***Note:*** *your child may not supervise a younger sibling.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature

**Specific Pupils**

Are there any persons who, due to a court order or police action, may not legally collect your child? **Yes / No**

If yes, please name:

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Surname** | **Relationship to child** | **Reason** |
|  |  |  |  |

**All pupils**

*I agree that this information is true and accurate. I agree to inform the school in writing (by completing another of these forms) if this information changes.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Name(s)** | **Your Signature(s)** | **Relationship to child** | **Date** |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **School use only** | **Updated on Arbor?** [ ]  | **Copied to Pupil Safety file?** [ ]  |