



Wednesday 5th September 2018

Dear Parents/Carers

Collection of Pupils

At Riverside Bridge we continually review and revise our procedures around the school in order to meet the needs of our pupils. Keeping our children safe is paramount. As a result of this we are asking all parents to fill out the attached form, regardless of how your child travels to and from school.

The form will indicate to us if you give permission for up to two people other than a parent/carer (over the age of 18) to collect your child and will indicate **one password** for them to give to us in order for us to release your child to the person collecting.

We appreciate that there are occasions where emergency situations arise and someone different may have to collect your child that is not on the list. It is the parents/carers responsibility to inform the school of the name of the person collecting and to give a password, which they must state when collecting your child.

Please note that unless we have been previously informed of these details, your child will not be released into the care of the person collecting.

We hope you can appreciate that this protocol is in the best interest for the safety of your child and your full co-operation in this matter is greatly appreciated.

Kindest Regards

Mrs K Cerri
Assistant Head Teacher
Pastoral Care & Safeguarding Lead



After School Collection of Children

The following people have permission to collect my child:

Child's Name: _____

Child's Class: _____

	Name	Relationship to child	Phone Number
1 st Parent/Carer			
2 nd Parent/Carer			
1 st Authorised Adult (Over18)			
2 nd Authorised Adult (Over 18)			

Chosen Password:	
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I acknowledge that my child will not be released to anyone unless they are on the list above or alternative prior arrangements are notified to the school in adequate time. All the people on the list above are aware of their individual password to give to the school to release my child into their care.

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____