



END OF SCHOOL DAY COLLECTION ARRANGEMENTS 2017/18

Complete this form if there are substantial changes to your end of school day collection arrangements. Please return it to the school office once completed. Thank you.

Guidance notes for completion:

- ✳ If your arrangements change substantially, this form is available from our website here <http://chandlersridge.org.uk/forms/> and from the school office and can be resubmitted at any time.
- ✳ **If there are any one-off changes to these arrangements, please contact your class teacher directly.**
- ✳ Note we are unable to provide positive confirmation of the identity of the individuals permitted to collect your child from the school gate. If you wish to ensure that your child is handed over to the individuals permitted on this form please make arrangements to collect them from the **playground**.
- ✳ If your child attends wraparound childcare on the school site, they will be collected from their classroom by the childcare provider. Collection from private childcare arrangements will be made directly with the childcare providers.
- ✳ Note that if you child attends any after school clubs (such as Vocalize, Le Club or Simon Carson) these arrangements will be made directly with the club organisers.

NAME OF CHILD		YEAR/TEACHER	
These are the arrangements for the collection of my child from school at 3.30pm for the academic year 2017/18: (please tick as appropriate)			
Day of the week	The persons named below will collect my child from the playground	My child will be collected from the school gate/ I permit my child to walk home	My child will be collected from their classroom to attend onsite private childcare
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
These are the people permitted to collect my child on any of the above days:			
Name of person completing this form PRINT		Relationship to child	
Signature		Date	

