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Interim Headteacher: Simon Harris

Deputy Headteachers:  
Anne James, Rosie Williamson

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[www.westwimbledonprimary.co.uk](http://www.westwimbledonprimary.co.uk)

Dear Parents and Carers

**RE: Picking up your child at the end of the day**

We are currently firming up the procedures we have in place to ensure all children are safely collected at the end of the school day.

Please can you complete the attached form providing up to three named adults who have permission to collect your child at the end of the day. This information will help us to make a quick and informed decision if somebody less familiar to us collects your child or if the class is being dismissed by a supply teacher. There is also an option for you to provide a password which can be given to us by any adult wishing to collect your child to verify they are known to you.

Please note, if a different adult who is not named on the consent form and/or does not know the password attempts to collect your child, we will, for matters of safeguarding, need to make some phone calls to you to confirm they do have permission and are known to you.

Any changes to your normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be detailed in a letter to the school office or your child's class teacher.

Many thanks for your understanding and for providing us with this very important and essential information.

Kind regards

Mrs Williamson and Mrs James (Deputy Headteachers)

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**Please complete and hand to your child's class teacher**

Name of child \_\_\_\_\_ Class \_\_\_\_\_

	<b>Name of adult who has permission to collect child (Please PRINT)</b>	<b>Relationship to the child</b>	<b>Contact mobile telephone number of named adult</b>
1.			
2.			
3.			

**Password** which all named adults will be able to provide when collecting your child \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

Print name \_\_\_\_\_ (Parent/Carer)

