

Children in Years Reception, 1,2,3 and 4
COLLECTION ARRANGEMENTS

Please complete a separate form for each child and return it to your child's class teacher.

A collection arrangement form is required to be completed at the beginning of each academic year overriding any previous completed forms.

Please complete the form below and return it so that we have a record of collection arrangements.

If there any changes please inform us in writing and send it in to your child's class teacher.

Name of child..... Class.....

Children are not allowed to stay and play on the playground.

- My child goes home on the school bus – M / T / W / Th / Fr (please circle)
- My child goes home with Jesters on - M / T / W / Th / Fr (please circle)
- My child goes home with Danbury After School Club on - M / T / W / Th / Fr (please circle)
- I take full responsibility for my child from 3.15p.m. each day.

Please add any other comments about your child's journey home.....
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- I give permission for the following people to pick up my child (please include regular helpers – i.e grandparents, family friends etc) We still require a note when children are going home with friends that are not regular and are not on this list.
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If your child is not collected and is on the playground they will be brought in to wait for you in the reception area.

Please note that all children are to be collected from the school foyer after school clubs.
If someone else has permission to collect your child please send a note in advance to the class teacher. Please call the school office on the day if there is a change to who is collecting your child.

Signed.....

Date.....