

St Charles' RC Primary School

Pupil Collection Sheet

Please provide details of who will be collecting your child from school each day. If you have an arrangement for other parents to collect your child, please ensure you add information to this form or provide the class teacher with a letter detailing the arrangement. If there is a change to this arrangement e.g. tea at a friend's house, please let the class teacher know in the morning and they can add this to their records.

Please complete a form for each child, as this will be held by the class teacher.

Child's name: _____ **Class:** _____

Please list any adults that can collect your child from school (we will allow your child go home with the named adults even if it is not their usual collection day):

Complete the usual collection arrangements for your child:

	Monday	Tuesday	Wednesday	Thursday	Friday
Name of adult collecting my child					
My child attends after school club					
My child will not be collected by an adult and has permission to walk home.					

Adults must come to classroom doors to collect children and make themselves known to the class teacher.

Print name: _____ Sign: _____

Date: _____

Thank you in advance for your co-operation with this.