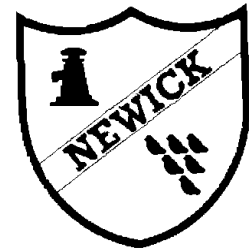


East Sussex County Council
Newick C.E. Primary School
63 Allington Road, Newick,
Near Lewes, East Sussex, BN8 4NB



Headteacher : Miss N Alty
Telephone/fax: 01825 723377

<http://newickschool.org>

Wisdom
Independence
Creativity
Kindness

END OF SCHOOL PICK UP ARRANGEMENTS

Dear parents/carers,

At Newick CE Primary School we regard the security and the safety of children and adults as a priority. Children will only be allowed to leave the school with a parent/carer or someone authorised by their parents/carers, unless they are in years 5 and 6 when they can walk home provided you give permission. It is vital that collection details are clarified and emergency contacts are correct, as we may need to contact you urgently. Please could you complete the attached form and return it to school as soon as possible.

We realise that there will always be days when your normal arrangements are not possible – we just ask that you ring in to the office as early as possible to inform us, so that we can let your class teacher know.

Please collect your child promptly. If you, or the person collecting your child, are going to be late please telephone to inform us. If you are late your child will be supervised by our teachers or school office staff, this ensures that they are with an adult at all times.

You may also note if there is anyone who you DO NOT want your child collected by. If you would like to discuss a difficult situation please either speak to your child's class teacher or call the school to arrange an appointment with the headteacher.

Thank you for your support and we appreciate your patience in this.

Yours sincerely,

Designated safeguarding leads
Miss N Alty, Mrs A Clarke, Mrs S James



Child's Name..... Class.....

I give permission for my child to walk on their own: YES / NO

The person(s) I give permission to collect my child is/are:

Name:	Relationship:
Tel: Home	Tel: Mobile
Name:	Relationship:
Tel: Home	Tel: Mobile
Name	Relationship:
Tel: Home	Tel: Mobile

Other arrangements (e.g. a person who you DO NOT wish to collect your child – **please provide further information/documentation**)

Print name (parent/carer)

Signed Date

