

Appendix 1

Wheelers Lane Primary School

REQUEST FOR PERMISSION FOR ANOTHER PERSON UNDER THE AGE OF 16 TO PICK UP A CHILD AFTER SCHOOL

Dear Parent,

From time to time you may find it necessary for someone else to pick up your child from school. In order to ensure the safety of all children in our care, we are unable to hand your child over to any sibling under the age of 16, unless you have discussed this with the head teacher and have the attached form signed.

Thank you.

I, (insert your name) request the Head teacher to allow the collection of, for my child in Class to be collected after school by a sibling under the age of 16.

Sibling name: _____

Sibling DOB: _____

Frequency of collection expected: _____

Signed: _____ (Parent/Carer)

Date: _____