



Thornton Primary School  
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28<sup>th</sup> January 2020.

Dear Parent/Carer,

**RE: Collection Procedures**

As a school, we take safeguarding extremely seriously and, in order to ensure the children are as safe as possible at collection times at the end of the school day, we are strengthening the collection procedures that we will be following. These procedures are very similar to those adopted by Sladefield Infant School but please read this letter carefully as there are some small differences.

Attached is a sheet where we will be asking EVERY parent/carer to nominate 2 people that are well known to your child who you are happy to collect your child at the end of the school day. These may be other members of the family (including older siblings at secondary school) or a close family friend. On the form, it also asks you to name these people and give the name/title your child knows them as. For instance, one of the people you have nominated might have a special name that your child calls them, but that they may not give as their name themselves e.g. Mr Mohammed Akram (grandad)

Each class teacher will have a copy of the details that you have provided and will then allow a child to go home with either yourself, as a parent/carer, or one of the 2 nominated people on the list. **You must let us know if you wish to change any of the details that you have provided the school and complete a new form.**

Occasionally, we recognise that you may need to nominate another person to collect your child and in these circumstances you must contact us before the end of the school day, provide us with that person's information and give us a one-time password which will be given to the teacher.

If you HAVE NOT informed the school that a non-nominated person will be collecting your child OR the person does not provide us with the password we have on our school records, we WILL NOT allow them to collect your child and will instead contact you for clarification. In the meantime your child will be cared for in our After School Club.

**Finally, can we remind you that ON NO ACCOUNT should you offer to take someone else's child from school unless the school has received the parents' permission.**

Thank you in advance for your cooperation in Safeguarding all the children at Thornton.

Kind regards.

*Sue Simmons*

Sue Simmons,  
Headteacher.



# THORNTON PRIMARY SCHOOL CHILD COLLECTION

## INFORMATION FORM

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

The following 2 people are nominated to collect my child on my behalf, and my child knows them well. I have also indicated the name that my child uses to address these adults:

	My nominated people	What my child calls them
1		
2		

I will also ensure that I contact the school to inform them when a non-nominated person will be collecting my child and provide a one-time password.

If I wish to change any nominated person, I will complete a new sheet and hand it into the school. The school will then ensure that they update their details.

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