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"For I know the plans I have for you... plans I have to give you a hope and future." Jeremiah 29:11

COLLECTION ARRANGEMENTS AND PERMISSION TO LEAVE SITE

Dear Parents/Carers,

It is important for us to regularly review our files and ensure that details we hold are up to date. While we ask that you provide contact information on your data collection sheet when you join the school, and annually at the start of each year, it is also beneficial for us to have additional information regarding our end of day practices and who will be collecting your child(ren). If your child is in Upper Key Stage 2 (Years 5 and 6), you can also give permission for them to leave site unaccompanied at the end of the day. Please complete the below information and return to the school office. You can complete one sheet for multiple children.

Name of child: _____ Class

I give permission for the following adults to collect my child/children from school:

· Name: _____ Relationship to child

I give permission for my Year 5/6 Child to leave site unaccompanied: Yes No

Reception Children - In the event of someone coming to collect my child who is not already named above, I will give them the following password: _____

The following person has no legal parental responsibility for my child(ren), and under NO circumstances may collect them:

I confirm that by completing the above, and signing below, I understand I should still follow the school guidelines, and inform the class teacher or school office in advance whenever possible if my child is being collected by someone other than their parents. If staff are ever in any doubt about the person collecting, they will still make a courtesy call to those listed as your child(ren)s primary contacts.

Signed _____ Print Name _____
_____ Date _____