



## Authorised Pupil Collection Sheet

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

Class: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Number Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

At Brownsover Community School the safety of our children is of paramount importance. As part of our safeguarding procedures we will not permit a child to leave with anyone not previously authorised by the parent or carer and **will not take 'Pupil Collection Changes' over the telephone.**

Please can we ask you to provide details of any adults who have permission to collect your child from school at the end of the day should you be unable to do this yourself. Any person listed will be able to collect your child without additional authorisation. However, it would be helpful if these adults could be introduced to class teachers at some point prior to collecting your child for the first time, unless they are a parent of another child in school.

In the event that Mother/Father/Main Carer is not available to collect my child, I give permission for my child to be collected by one of the named below:

Name of person permitted to collect	Relationship to child/parent <small>ie Aunt, Uncle, Grandparent, Family Friend</small>	<i>Changes Sign &amp; Date</i>

**If the names of adults change it is the responsibility of the pupil's parents to inform the school in advance of collection. Please note spare copies of this form are located in the main foyer outside the school office if you wish to make any changes.**

**Signature:** \_\_\_\_\_ **Please print:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Thank you for your continued support and co-operation in this matter.*