Friday 8th April 2022

Dear Parent/Carer

We are aware that our learners have various arrangements in place for their safe collection at the end of a school day. Some of you have informal agreements in place with friends or family, others rely on the Local Authority transport service and some of you collect your own children.

In order to work with you and also meet our safeguarding procedures, we would appreciate it if you could fill in the form below and return to school as soon as possible. Should you need to update these details for any reason please inform the class teacher/or school office and we will keep this up to date on your child’s record.

We appreciate that on occasion or in an emergency, someone other than those listed below will be sent to collect your child. We need to ensure that we are aware of these arrangements in advance. However, if this is not possible, or the transport company has made the change and not informed you, we are introducing a Collection Code system.

The **Collection Code** system will be used so we can be sure that the person sent to collect your child is who they say they are. In this event or if a staff member is unfamiliar with who has permission to collect then that person will be asked for your child’s Collection Code. To ensure that the Collection Code is only used for the intention it has been introduced we ask that you **do not** share the Collection Code with your child or anyone else, other than those on your list below or someone sent as a one off. A Collection Code can be a word or set of letters and/or numbers.

|  |  |
| --- | --- |
| **Childs name** |  |
| **Childs class** |  |
| **Main person(s) (including transport) collecting** | -  - |
| **I give permission for the following people to pick up my child** | -  -  - |
| **Collection Code** |  |
| **Signed**  **Print name**  **Date** | **(Parent / Carer)** |

Kind regards,

Toni-Anne Eagles

Art Teacher, Admissions and Timetable Coordinator for Quest Academy