



Halsford Park Primary School

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West Sussex, RH19 1LR

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Mrs Claire Spencer – Headteacher

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Collection Arrangement Form

Dear parents/carers

Please provide a list of adults who have your permission to collect your child from school, including yourself if you will be collecting. If you have a one off pick up arrangement, for example your child is going on a play date with another child or someone who is not listed is collecting, then please let the school office know. If your child is booked into an afterschool club please inform your child's class teacher which days they will be attending.

We appreciate that you may not yet know who will be collecting your child from school, so ask that the form is handed back to your child's class teacher during the home visit in September.

Yours Sincerely

Early Years Team

Name of child:

I give my permission for the following adults to collect my child on any day (please include photos of primary carers):

<p>Name of adult:</p> <p>Relationship to child:</p> <p>Photo:</p>	<p>Name of adult:</p> <p>Relationship to child:</p> <p>Photo:</p>
<p>Name of adult:</p> <p>Relationship to child:</p> <p>Photo:</p>	<p>Name of adult:</p> <p>Relationship to child:</p> <p>Photo:</p>