



Hanley St Luke's C of E (Aided) Primary

25th January 2016

Dear Mums, Dads and Carers

Ensuring safe handover of pupils at hometime.

As you will be aware we try to ensure the safety of pupil's at all times. Hometime is an important handover time and we wish to develop our systems to further improve our provision.

If your child is being collected by someone other than those listed on your list of contacts you must let school know so that we can make sure pupils are released safely. This can be done by contacting the school office before hometime.

In order to ensure our records are completely accurate could you please list all contacts that regularly collect your child from school. We are aware that many parents have arrangements to collect each other's children from school on different days. We need to include those contacts on our system.

Please complete sign and return the proforma below.

Yours sincerely

M. A. Barlow

Mr M A Barlow
Headteacher



The following persons have permission to collect my child in class
..... from school.

Full Name

Relationship to child

1.
2.
3.
4.
5.
6.

-
-
-
-
-
-

Signed Printed

(Parent/Guardian) Dated