



Ashford Park Primary School

'Inspiring a love for lifelong learning'

Permission for another person to collect a child on a regular basis after school

In order to ensure the safety of all children in our care, we are unable to hand your child over to any adult other than you the parent, unless you have given us prior permission.

Please list below any adults that have your permission to collect your child regularly and when they are likely to do so (not specific dates). If they will be collecting on regular days, please specify. If they are permitted to collect anytime, please state 'any day'.

Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission or you have phoned the school to advise the reception desk before the end of the day.

Child's name Class

I give permission for the following people to collect my child from Ashford Park Primary School on a regular basis.

Full name of adult(s)	Relationship to child	When, which days to collect, if known

I understand that this permission will be in place until I communicate a change in writing.

SignedParent / Carer Date

Headteacher: Mrs Sarah Tarrant
Ashford Park Primary School | Station Crescent | Ashford | Middlesex TW15 3HN
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