



Alternative Collection **Agreement**



In instances where children are collected from school by an adult without parental responsibility the procedure below **must** be followed.

1. At drop off each morning your child's class teacher will have an alternative collection form where the name of the alternative adult collecting is shared with the teacher by an adult with parental responsibility (PR).
2. Where adults with PR call or email school throughout the day the office team will share this information with the class teacher and the agreed alternative arrangement will be added to the form.
3. The agreed adult must sign to accept the child into their care at the end of the school day.
4. If an adult attempts to collect a child where the above procedure has not been followed, the child will not be handed over. School staff will then contact adults with PR ascertain who is collecting their child.

Thank you for your support in safeguarding our children.

A handwritten signature in black ink, appearing to read 'Michael Barnes'.

Michael Barnes
Head teacher