



Toll Bar Primary School

HEADTEACHER: Mr S Bower
 Askern Road, Toll Bar, Doncaster, South Yorkshire DN5 0QR
 E-MAIL: admin@tollbar.doncaster.sch.uk
 TELEPHONE: 01302 874324



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Dear Parent or Carer

PERMISSION FOR ANOTHER PERSON TO PICK UP A CHILD AFTER SCHOOL

From time to time you may find it necessary for someone else to pick up your child from school, at hometime or after-school activity. 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 written permission.

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

Please note that we are unable to hand a Foundation or KS1 child to anyone under the age of 16. Any further unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission, either by letter or in your child's planner or you have phoned the school before 2.45pm.

Thank you

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Name of Child _____

Name of adult	Tel number	Which days or any day

