



# Hartshorne C of E Primary School

Main Street, Hartshorne, Derbyshire, DE11 7ES Tel: 01283 217423  
Headteacher: Mrs Sarah Layhe-Humphreys

Inclusivity & Respect  
Nurture  
Aspiration & Hope  
Curiosity  
Generosity  
Trust

Dear Parents,

## PERMISSION FOR ANOTHER PERSON (OTHER THAN A PARENT) 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. 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 permission to pick up 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 any child over to an older sibling, unless they are over 16 years of age. Safeguarding is everyone's responsibility and we must ensure that children go home with a responsible adult. Staff will challenge anyone who appears to be under 16 who is collecting a child.

If you have any problems about the arrangements for your child being picked up from school please talk to Mrs Layhe-Humphreys or Mrs Mellor in confidence.

Any unexpected pick up arrangements will be allowed as they occur, as long as we have your written permission. If your arrangements change unexpectedly during the day, please let the school office know before the end of the school day.

Thank you to all of you who co-operate with us and let us know when someone else is picking up, or when you are delayed at home time.

Yours sincerely,

Mrs Sarah Layhe-Humphreys  
Headteacher

I give permission for my child..... to be collected after school by the following people:

Name of adult(s)	Relationship to Child	Which days if known

Signed:.....

Date.....

**“God’s family, growing together, inspiring our world.”**