



**Whiteshill Primary School**  
**Going Home Arrangements**  
**2022/23**

At Whiteshill Primary School, we will only allow your child to go home with you as their parents at the end of the school day unless you have let us know otherwise to ensure their safety. You can let us know someone else is coming to pick up your child in one of two ways. You can phone or message on the day to say someone else is picking up your child e.g. Grandma will be picking up today.

Or, if it is someone who will be picking up your child on a regular basis, to save you having to tell us each time, you can add them to your child's going home list. **PLEASE NOTE** - if you add someone to this list, we will not contact you if this person comes to pick up your child on any day, we will allow them to take your child without any notice from you on the day.

If for any reason you wish to remove a person from your child's pick-up list, please contact the school office by phone or by email straight away.

**PLEASE NOTE – ONLY ADULTS CAN PICK UP YOUR CHILD FROM SCHOOL – NOT ANYONE UNDER THE AGE OF 18.**  
If your child is in Oak class (year 5 and 6) and you are happy for them to walk home on their own or to your parked car, please email the office to confirm this.

**I give permission for my child/ren \_\_\_\_\_ in \_\_\_\_\_ class to be collected on my behalf from school by the following person/s listed below.**

**Signed:** \_\_\_\_\_ parent      **Name (PRINT):** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Full Name of person collecting</b>	<b>Relationship to child e.g. Nanny, family friend</b>	<b>Contact telephone number/s of person collecting</b>

If you would like someone to only be able to pick up on a certain day e.g. childminder, then please indicate anywhere above.

**PLEASE NOTE – THIS FORM WILL REPLACE THE LIST WE ALREADY HAVE IN SCHOOL FOR YOUR CHILD – WE NEED TO UPDATE THESE ON AN ANNUAL BASIS SO EVERYONE NEEDS TO FILL ONE IN WITH AN UP TO DATE LIST.**

**IF YOU DO NOT WANT TO ADD ANYONE TO THE LIST, PLEASE RETURN THE EMPTY SIGNED FORM TO SCHOOL ANYWAY SO THAT WE KNOW THIS IS THE CASE.**