

## HOME TIME ARRANGEMENT FORM

This form is for parents/carers to give permission for family members/friends to collect your child from school at home time. We **do not** carry written permission over from one year to the next for regular collection arrangements made for your child from school. Therefore, if you have made arrangements with other parents or family members and have not yet notified us of these, please complete the section below. ***If someone comes to collect your child who is not on the list we will not allow your child to leave the School Premises and we will ring to check with parents.***

**If we do not receive a form, we will automatically assume parents/carers (with parental responsibility) will be collecting.**

**NB: Please continue to notify teachers or the School Office in the morning if your child is being collected by someone different as a one off event.**

Please see the guidance below:

*School has a duty to safeguard children in their care and an important part of this is considering how to ensure that pupils arrive and leave premises safely. Below will outline what school accepts for each age range, this is taking into account advice from the local authority and NSPCC guidance.*

Who	Procedure
Children below year 3	Pupils must be collected by someone over the age of 16 listed by parents or carers. Passwords are used for people collecting who are unknown to staff for our youngest children.
Years 3-4	In some cases, pupils can be allowed to be collected by children of secondary school age. This is reviewed on request on a case by case basis. Factors that are taken into account: <ul style="list-style-type: none"> <li>• the maturity of all the children involved</li> <li>• the length and nature of the journey home</li> <li>• the behaviour of all the children involved</li> <li>• the relationship between the children collecting or being collected.</li> </ul>
Years 5-6	Can walk to and from school alone, or be collected by any aged person, with written permission from parents or carers.

### ARRANGEMENTS FOR HOME TIME

Pupils Name..... Class..... Year: .....

I give permission for my child to be collected by: .....

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**\*Daily / as and when required / other – please specify (\*please delete as appropriate)**

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**SIGNED BY PARENT:** ..... **DATE:** .....

**NAME of PARENT:** .....