

Westfields Infant School

School Lane, Yateley, Hampshire, GU46 6NN

Telephone: 01252 873603 **Fax:** 01252 890832

Headteacher: Mrs Janette Teague

Website: www.westfields-inf.co.uk



Dear Parents and Carers,

To ensure the safety of our pupils we will not allow them to be collected by anyone other than their parents/carers unless we have been given your permission. If your child is to be collected by another family member or friend, please advise us by completing the class diary or, in the case of last minute arrangements, by leaving a collection telephone message for the school office. Alternatively, please complete the form below with details of other adults who are permitted to collect your child from school.

We thank you for your understanding in this matter.

Yours sincerely

Janette Teague

Janette Teague
Headteacher

Child Collection Permission Form

Childs name

Childs Class

I give permission for the following adult/s to collect my child from school:

Name Relationship to child

Name Relationship to child

Name Relationship to child

Signature Date