



Picking Up Time Protocols- Working Together To Keep Our Children Safe

Each year, parents/ carers are asked to complete a Permission To Pick Up Form.

If there is any change to the normal arrangement and a different adult is picking up your child then **YOU MUST** ring / email the school office and leave a message. The message will then be given to the teacher.

You can add / remove people from this list at any time by contacting the office.

Please don't pass on messages verbally to staff on the school gate as school is a busy place. By contacting the office, you can be sure the message will be safely delivered.

The pick-up register will be kept centrally in a secure location.

If someone -who is not on the list- arrives to pick up your child, we will ring you to ensure you give consent for that adult to take your child home. This may sometimes cause a delay, but these protocols are designed to keep your children safe.

In KS2 (Derwent and Wye Class) parents/ carers can give permission for children to walk / take the bus home on their own. Please record this on the form.