



## COLLECTING CHILDREN AT THE END OF THE SCHOOL DAY

It is important for us to know collection arrangements for the end of the school day. Please collect your child from the classroom door (if your child is in Reception) or from the designated class space in the playground where a handover will take place.

*Please return to your child's class teacher*

**Name of Child** ..... **Class** .....

My child will be collected from school by the following adults.

Name..... Relationship to child.....

Name..... Relationship to child.....

Name..... Relationship to child.....

Name ..... Relationship to child.....

I will inform the school of any changes to my arrangements by email or telephone before 3pm on the day the changes are made.

*Signature* ..... *Print* .....

**Data Protection Act 1998 and GDPR 2018**

*The data collected on this form will only be used for the administrative purposes of St Catherine's Catholic Primary School and will not be disclosed to any external sources without your express written consent. These records will be treated as strictly confidential and handled in compliance with the provisions of the Data Protection Act 1998 and GDPR 2018. Please see our website for more information regarding our Data Protection Policy.*