

Richmond Methodist Primary School
Transfer of Care Form from Sept 2021

Please indicate how your child will be collected from school at the end of the day.

Name of Child:	Class:
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Please indicate an option in the grid below by ticking the appropriate box.

Foundation stage classes - I will collect my child from the doors to the reception garden area at the front of school.	
Years 1 and 2 - I will collect my child from the classroom (external door)	
Years 3,4,5 and 6 - My child gets dismissed to the junior yard	
Years 3,4,5 and 6 – I give permission for my child to meet me at the main school gate	
Years 5 and 6 - I give permission for my child to walk home alone	
My child will be collected by an older sister or brother from the school office.	
I give my child permission to follow the school rules for collection by bus or taxi. The bus number/ taxi company is:..... The relevant days are: Mon / Tues / Wed / Thur / Fri (Please circle)	
I give my permission for my child to be collected by the nursery, after-school club or other recognised organisation. Please give details:	

My child may be collected by any of the following carers. Please name all people who are authorised to collect your child and their relationship to the child including yourself.
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(PLEASE LET SCHOOL KNOW IN WRITING OF ANY ALTERATIONS)

I understand that from the end of day times indicated above my child is my responsibility. Children not collected on time will initially wait in the classroom then in the school office.

I understand it is my responsibility to inform the school in writing of any changes to the above procedure.

Signed _____ Parent/ Guardian Date / /

Name (Print) _____