



COLLECTION ARRANGEMENTS FOR THE END OF THE SCHOOL DAY

We are aware that some parents/carers have informal agreements in place for picking their children up at the end of the school day. We appreciate that on occasions, friends pick children up and we need to ensure that teachers are aware of these arrangements. In order to work with parents /carers and also meet our safeguarding arrangements, we would appreciate it if you could fill in the attached form and return it to school as soon as possible.

Should you need to update the arrangements for any reason please inform the class teacher or school office via email and we will keep this with our records.

Child's name	
Child's class	
Main person(s) collecting (Relationship to child / known to the child as etc)	
I give permission for the following people to pick up my child (Relationship to child / known to the child as etc)	

Signed (Parent/Carer)

Date

Print name

Pontyclun Primary School is collecting personal data by issuing this form. This information will be used and shared in line with our school attendance privacy policy (which can be found on our school website at www.pontyclunprimary.org.uk) The school will keep these forms in a locked cabinet in the school office and or the school's secure server. Office staff, class teachers and school management will have access to these forms. We hold personal data in line with the guidance set out in the retention schedule, contained within the IRMS Toolkit for schools and following the retention period expiry, information will be destroyed securely and permanently.