

When children are handed over to staff at school, the school acts “in loco parentis”, that is, in place of the parents. The school takes responsibility for the safety and well-being throughout the time they are with the school.

**To avoid future confusion or disappointment, the school's policy is as follows:**

- We expect that parents or carers will always inform us when someone other than their usual collector will be picking the child up.
- We ask parents for the name and request the person brings proof of identity such as a passport or driving licence.
- Where we are unsatisfied that we know who is collecting the child, we will not allow the child to go until we have made contact with the family.
- We will only allow a person under the age of 18 (unless it is the parent themselves) to collect a child if we have the parent/carer's written permission. Forms are available in school for this.
- We inform parents of this policy at the beginning of the school year or when a child joins the school.
- We do not seek to make life difficult or awkward for parents and we always do our best to accommodate emergencies. However we ensure the safety, security and well-being of the children as our priority.
- Parents who wish another adult to collect their children from school on a regular basis are asked to fill in an Authorisation to Collect Children from School Form and supply names of the authorised person.

Je soussigné(e)/ I hereby.....  
père, mère, tuteur legal de l'élève / *father, mother, legal guardian of the  
pupil*.....  
en classe de/ *in year*.....  
autorise la personne ci-dessous/ *authorise the following person :*  
Nom/Name :.....  
Adresse/address:.....  
.....  
.....  
Tel.nb:.....  
à venir chercher mon enfant à l'école/ *to collect my child from school.*

Date:.....

Signature / *signature :*

Merci de remplir en MAJUSCULES, rayer les mentions inutiles et retourner à l'accueil de l'école/ Please fill in in CAPITAL letters and hand back at the school desk.