



ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.
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Headteacher: Mrs T Lane

06 September 2017

Dear Parents/Carers

END OF DAY DISMISSAL DAY UPDATE

Please complete the attached End of Day Dismissal form for your child/ren and return to school immediately to enable us to update our records and to ensure a safe dismissal at the end of each day.

If your child is to be dismissed only to their parents or nominated persons.

OR

If you wish your child/ren to join their siblings and be dismissed from their class.

In the event of an emergency change to the arrangements for collection, as can happen on very rare occasions, parents must send in a written letter explaining the change, when the arrangement is for, which adult is involved and how long it will last for. This authorisation will only be accepted from the parents/carers of the child.

Alternatively, if very last minute, then parents must phone the office and provide the specific details.

We are unable to guarantee that any messages left on the answer phone, or sent by email will be picked up in time or even at all.

Also, we cannot accept the word of any child/siblings /other adults about changes to collection arrangements as this has proven to be one of the main reasons for confusion and mix ups over the last few years. The authorisation is only valid if received from the parents themselves in writing.

Thank you for your co-operation

Please return the form immediately so that records can be updated.

Every Good Wish

T Lane
Headteacher



To be returned to the School Office

NAME OF CHILD **CLASS**

IS ONLY TO BE DISMISSED INTO THE DIRECT CARE OF THEIR PARENTS OR NOMINATED PERSON(S) DETAILED BELOW

Parents mobile numbers.....

Name of nominated person

Telephone number.....

Name of nominated person

Telephone number.....

Monday/Tuesday/Wednesday/Thursday/Friday

(Please indicate which day(s) the nominated person will collect your child)

PARENT SIGNED: **PRINT NAME:**

DATE

OR

PUPILS JOINING SIBLINGS IN SCHOOL

I AUTHORISE MY CHILD **CLASS**

TO JOIN THEIR SIBLINGS IN THEIR CLASS TO BE DISMISSED.

SIGNED **PRINT NAME** **DATE**