



Ravensdale Junior School
Devonshire Drive
Mickleover
Derby DE3 9EY

Tel: 01332 512373

admin@ravensdalej.derby.sch.uk

18th October 2021

Dear Parents and Carers,

Following a review of safeguarding procedures in school, we require confirmation of current collection arrangements for your child at the end of the school day. With effect from Monday, 1st November 2021, children will only be allowed to leave school with an adult that is recorded on our system as having permission to collect. These are typically the parents/ carers of the child but may be extended family; older siblings; after school club or childminder. Please be aware that pupils will only be permitted to leave the premises with siblings **aged 15 and over**. If there is an emergency and the people named on your child's information are unable to collect, you must contact school as soon as possible and provide a secure password to allow the release of your child to an unknown adult. You must collect your child from a member of staff.

In preparation for secondary school, children in Year 6 will be permitted to leave school unsupervised once a written request has been received and authorised by the school.

Please complete the slip below and return it to your child's class teacher before **Friday, 22nd October 2021**. Alternatively, if you would prefer to email the information, please send your responses to officemanager@ravensdalej.derby.sch.uk

If you do not return the slip we will assume that the details that we have recorded are correct and your child will only be handed over to those listed.

If you have a prior arrangement for your child's collection, please confirm the details below.

Please do not hesitate to contact me should you have any questions.

Thank you for your support.

Mrs Tracy Morris

Safeguarding and Pastoral Welfare Manager

t.morris@ravensdalej.derby.sch.uk

Please use block capitals and return this slip to school before Friday, 22nd October 2021. Thank you

Child's Name:

Class:

1.

Relationship to child:

Tel. number:

2.

Relationship to child:

Tel. number:

3.

Relationship to child:

Tel. number:

Current authorised arrangements in place with school (please provide details):

Signed by:

Print Name:

Permission to collect – 2021

Headteacher: Zoe Cannon