



**Permission for pupils to be collected by a relative/ family friend/  
adult known to my child/ children**

**Person with parental responsibility to complete and return this reply slip to school**

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

I wish to inform you that my child may be collected by the following person/ people:

1. Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone number: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone number: \_\_\_\_\_

3. Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Phone number: \_\_\_\_\_

I will notify you immediately should this arrangement change.

I have read and understood the guidelines, systems and reasonable precautions set out in 'policy on safeguarding pupils walking to and from school alone'.

Signed..... Date: (d/m/y).....

(Name print).....

Wood Street, Walthamstow, London, E17 3JX. Telephone: 020 8520 5168  
Headteacher: Mr Shane Tewes. Head of School: Miss Justine Heath & Miss Jill Rowlings.  
Deputy Headteachers: Mrs Nicola Kadem & Mrs Ndidi Evans.

*The Woodside Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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