



Bentham Community
Primary School

Bentham C P School
Low Bentham Road
Bentham
Lancaster
LA2 7BP

Headteacher: Mrs C A Pearson
Member of
The Three Peaks Family of Schools
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Dear Parents

8th March 2019

Collection of Children at the End of School

We are aware that there are a number of occasions when parents/carers make arrangements for an alternative adult to collect their child from school at the end of the school day. This may be due to the arrangement of a play-date or because a relative is visiting. At the present time, parents/carers are requested to telephone the School Office and notify staff of who will be collecting their child at the end of the day if it is not the usual person(s).

In order to make this process simpler for parents/carers and the school, together with saving numerous duplicated telephone conversations, can parents/carers please indicate below the names of persons they authorise to collect their child from school on any given occasion. Naturally, if permissions change, then the school will need to be notified, in writing, as a matter of urgency. In addition, we would ask that parents/carers continue to call the school office and give the name of any person(s) **who has not been listed below** and has been authorised to collect a child on a **one-off occasion**. Can completed reply slips please be returned to the School Office by no later than Friday 22nd March 2019?

We hope that the above will make life a little simpler and save time for all those concerned!

Yours sincerely

Mrs C Pearson
Headteacher
Bentham C P School

NAME OF CHILD : _____

I GIVE PERMISSION for the following adult(s) to collect my child from Bentham C P School:-

1. _____
2. _____
3. _____

Signed : _____ (parent/carer) Dated : _____ 2019

Print Name : _____



