Tollesbury School

East Street, Tollesbury, Maldon, Essex CM9 8QE

Headteacher: Mrs K Garnett
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Belong Discover Achieve

Essex County Council

Dear Parent/Carer,

At Tollesbury School we take the safeguarding of our children very seriously. Once your child starts school, we create a list of people who are permitted to collect them at the end of the school day.

This list will be kept in class and can be amended by you with the class teacher when required. If there is an occasion when your child is to be collected by someone who is not on your list, please speak to the class teacher or call the school office. We will **not** allow your child to be taken home by someone unless they are on your list or you have given permission.

On the reverse of this letter, please list the names of the friends or family who you give permission to collect your child regularly from school.

For Key Stage 2 (Years 3 to 6) children, there is also a section that you can complete should you wish to give permission for them to walk home alone at the end of each school day and/or if they have permission to walk home alone after an extra-curricular school club that finished between 3:20pm and 4:20pm.

This consent will remain in place whilst your child attends Tollesbury School, unless specially withdrawn by yourself.

Yours sincerely

Kate Garnett
Headteacher

International School Award
School Games Bronze 2017/18
Music Mark Proud to be a Music Mark School
School Games Silver 2018/19
Healthy School

Link to our privacy notices. If you require a printed copy, please ask the school office.
https://www.tollesbury.essex.sch.uk/Individual-Privacy-Notices

Leaving School Premises Permission Form

My child _____ in Year _____ can be collected by:

Name	Relationship	Links to other children in school? (list names)

Print Name: _____ Signed: _____

Date: _____

Child's Name	Year	I give permission for my child to walk home alone at the end of the school day	I give permission for my child to walk home alone after an extra-curricular school club
		Yes / No	Yes / No

Print Name: _____ Signed: _____

Date: _____

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