

TORMEAD

Early Years Dismissal Policy

At the end of the school day girls are only released into the care of either a parent or an individual named by the parent.

At the beginning of the year, parents are asked to name individuals who will regularly collect their daughter at the end of the day. For carers who are not the parent, on the first occasion of coming to school to collect the child, the adult needs to show identification or be able to tell the school the girl's home post code.

Where there are no exceptional circumstances; should a different individual be collecting their daughter parents should inform the school in writing. This should state the name of the individual and the reason for their collection of the child. In exceptional circumstances a telephone message will suffice. On arrival, the adult would show identification e.g. a driver's licence, or be able to tell school the girl's home post code, before the girl could be handed over to their care.

Reception Dismissal

Name of daughter

I have read and agree to Tormead's Early Years Dismissal Policy.

My daughter will be regularly collected from school by:

1. (parent/carer)
2. (parent/carer)
3. (parent/carer)

Should a different carer collect my daughter, unless there are exceptional circumstances that make this impossible I will inform the school in writing and ensure the carer, if not known by the school has the necessary identification on arrival.

Signed

Date

Please return to school for the attention of the Registrar

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