

Manor Primary School

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Reading
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Headteacher: Mrs. Fiona Swain B.Ed (Hons) NPQH



Making People Successful

4th September 2024

Ref: AA000617

Dear Parents/Carers

RE: Collection Letter

To ensure your child leaves the school grounds at the end of the day safely, we would like to have a collection list to go alongside the emergency contact list. Please provide us with the names of those who you give permission to pick your child up from school either on a regular or ad hoc basis. For everyone you add to this list, you will not need to contact the office on the day of pick up.

Child's name: Class:

Name	Relationship to Child	Any day (Ad-hoc)	Specific Days				
			M	Tu	W	Th	F

Parents Signature:

Date:.....



If you are concerned that a child is being mistreated or at risk of harm, please contact Reading CSPoA on 0118 937 3641 - in an immediate emergency situation please contact the Police via 999.