

# Consent to pick up child

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The form below should be completed by the parent/guardian to grant permission for someone else to collect their child from the school. Letters of consent will be filed at reception for the information of all afternoon staff.

- Permission may be granted on a once-off or semi-permanent basis.
- Parents should inform the teacher and receptionist each time that another person will be collecting the child/learner.
- The person identified below should bring along proof of identification to be verified at reception.

## Personal details

Name of child

Name of parent/guardian

Name of person granted permission

### Relationship to child:

Grandparent  Family member  Family friend

## Details of pick-up arrangement

Basis on which the person may pick up the child: Once-off  Any time this academic year

### For once-off pick-ups:

Pick-up date

### For a once-off series of dates (e.g. one week):

Date from  Date until

## Signatures

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of school representative receiving the form

\_\_\_\_\_  
Date