



GHYLLGROVE PRIMARY SCHOOL

& Resource Base for Deaf Children

The Gore, Basildon, Essex SS14 2BG
Telephone: 01268 450067

www.ghyllgroveprimaryschool.co.uk

Acting Headteacher: Mrs R. Tidiman
Deputy Headteacher: Mrs L. Morley

Dear Parents/Carers

PROCEDURE FOR WHEN YOU ARE UNABLE TO COLLECT YOUR CHILD AT THE END OF THE SCHOOL DAY

When you are unable to collect your child from school the following procedure must be followed:

- Please make sure that the collection form in the office has everyone listed that will collect your child.
- Telephone the school office on 01268 450067 or email parents@ghyllgrove.essex.sch.uk with the name of the person collecting your child and confirm that the person is on your collection form.
- If someone else is going to collect your child on a regular basis, please make sure that person is on your collection form.
- Please make sure you telephone or email the school office on every occasion (unless you have given written information for regular collection),
- If you are aware that the person has not been to the school before and/or will not be recognised by the class teacher please ask them to bring ID preferably with a photo i.e. driving licence, employee ID card, passport.
- If the class teacher does not recognise the person sent to collect your child they will ask for clarification from the school office so please be patient.
- Every person on your collection form must be an adult (18 or over).

Please ensure that your collection sheet and emergency contact phone numbers held at the school office are up to date.

Your child's safety is our priority and we will not be able to release your child unless the above procedure is followed.

Thank you in anticipation of your co-operation.

We take data security very seriously and will only use the information provided for the purpose of the provision of Ghyllgrove Community Primary School. Data will be stored securely. To view our full data protection policy please see our school website.

