

Scarning VC Primary School

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Collection Arrangements for Pupils 2026 - 2027

Please complete this form if you wish for somebody else to collect your child from school (either as a one off or as a regular arrangement).
Please only call us with this information in an emergency situation.

Anyone that has parental responsibility for a child will automatically be able to collect them; this would normally be Mum, Dad or a Carer/Guardian, even if you do not live at the same address.

If you would like to add additional people to collect your child please list them below. Please include any After School providers. This will not add them to the emergency contacts you have already provided, but will allow them to collect your child from school. You will not need to notify us on the day if a person named below is collecting your child.

If this is a permanent arrangement please put ongoing in the days can collect, if it is only for certain days/one off please indicate this too.

A copy of this form will be kept on your child's record, and a copy will be kept in class.

Pupil Name:…… Class……

I give permission for the following people to collect my child from school:

Full name	Relationship to child	Days can collect

If you wish to make any changes to this list please complete another form.

Signed…….. Parent/Carer **(this does need to be an actual signature, not typed)**

Print Name…… Date……..

This form can be emailed to: office@scarning.norfolk.sch.uk, you can take a photo and email it, or paper copies can be handed to class, or left in the grey secure post box outside the office. It must come from an email address we hold on file for a parent/carer. Please do not send this via Class DoJo.

A new form will need to be completed for each new school year (September), even if there are no changes to be made.

Norfolk County Council
Dereham Cluster
Carer Friendly Tick Education
West Norwich & Dereham SSP PE & School Support
Proud to be a VNET member 2025/26
Nut Free School Zone – We're Nut Free!