

Alexandra House School



Collection Policy

In order to ensure the safe collection of all pupils we request that you adhere to the following procedures:

1. Kindly complete the appropriate slip below to indicate how your child will be collected from school, and sign the Collection Passes. Slip A + B are required for pupils who will usually be collected by bus. Slip B is for pupils who will always be collected by an individual. Collection Passes are required for all pupils, in the event of the 'bus pupils' occasionally being collected by an individual. Kindly return the Collection Passes to school immediately. We will then laminate them and return them to you.
2. Pupils who are travelling by bus will line up inside the grounds (or on the verandah for wet days) until the adult responsible for the bus comes to check that they are all present and accompanies them to the bus.
Pupils being collected by an individual will only be allowed pass through the gate if the accompanying adult is known or shows the appropriate pass. If there is any doubt about the identity of the accompanying adult and if the pass is not shown, the pupil will not be allowed to leave the premises until a member of staff has made contact with the parent and verified the identity of the adult.
3. During after-school Activity Clubs, the school gates will be closed. When you come to collect your child after the Activity Club, kindly open and close the gates behind you and come in to the Reception area to collect your child and show your Collection Pass to the secretary/member of staff on duty until you are known to the staff.

Slip A

I hereby give permission for my child, _____, to be collected by the bus run by _____ and agree that the adult supervising the bus is responsible for collecting my child.

Signature of parent

Slip B

I hereby give permission for my child, _____, to be collected by one of the named adults below (e.g. mother/father/driver/friend):

Name I.D.

Name I.D.

Name I.D.

Signature of parent

Please sign all four Collection Passes and return to school for lamination. We will then return 3 for your use and keep the extra one in school in case of loss.

COLLECTION PASS FOR

_____ (child's name)

Name of person collecting your child:

Signature of parent: _____

COLLECTION PASS FOR

_____ (child's name)

Name of person collecting your child:

Signature of parent: _____

COLLECTION PASS FOR

_____ (child's name)

Name of person collecting your child:

Signature of parent: _____

COLLECTION PASS FOR

_____ (child's name)

Name of person collecting your child:

Signature of parent: _____