



# Waterbeach Community Primary School

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Dear Parents/Carers

We are currently reviewing the information held within school, partly due to GDPR legislation, and wish to update our records in relation to end of the school day permissions. This covers both those people authorised to collect your child, or in the case of those pupils in Year 4-6 parental consent to walk home alone if applicable.

Due to this we would be grateful if you could complete the form below and return it by 14<sup>th</sup> December 2018 to the school office. We understand that you will have given us this information previously but often amendments are required to the information we hold, and it will be beneficial to undergo a whole school data collection so that all records are up to date from this point onwards. Thank you for your assistance.

Regards,

J GREEN  
Head Teacher

Name of Child: .....

Year Group: ..... Class: .....

Please list all adults who will regularly be picking up your child from school:

.....  
.....  
.....

**Please Note:** It is your responsibility to inform the school, either via your child’s teacher or the school office, if anyone other than those listed above will be collecting your child. If we do not have this notification we will not allow your child to leave the school premises until we have contacted you for confirmation.

For children in Year 4-6 only:

I give permission for my child to walk home alone

YES  NO

**Please Note:** If you give permission for the above you accept full responsibility for your child once they have left the school building.