



St Polycarp's Catholic Primary School

HOME TIME ARRANGEMENTS FORM RECEPTION, YEARS 1, 2 and 3

In order for us to safeguard our children we would like to have information of who the children will be picked up by each day and/or whether children will be attending our Hive After School Club. We cannot hand a child to another adult without their name being added to this form but if arrangements are made or changed at the last minute then please telephone the school office who will pass a message to the class teachers.

Please return completed form to Class Teacher.

Please list any adults that can pick your child up from school, for example if you are stuck in traffic or have an appointment. Please note you can add to this form throughout the year if anything changes in the adults who pick up your child.

Name of Child:

Class:

Adults who can pick my child up after school:

If your child has a regular pattern of home time arrangements , for example, goes to Hive Club on a Tuesday/Thursday and Grandma picks up the other days then please complete the pattern below

Regular Pattern of home time arrangements;

Monday:

Tuesday:

Wednesday:

Thursday:

Friday: