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Grow Together Shine Forever

Wrap Around Pick Up Policy

Child Name: _____ Year/Class: _____

Release of a Child

Parents/Carers are required to indicate the name and phone numbers of all authorised individuals who are cleared to pick up a child. All parents/carers and/or authorised individuals are to sign the child out on the sheet provided. Please notify the office if an unauthorised person will be picking up your child by emailing office@highash.bucks.sch.uk. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form, along with your chosen password. We will not allow your child to leave with an unauthorised person without previous permission. This is for the safety and protection of your child.

Custody and Related Court Orders

The staff cannot become involved in the marital or custody issues of the families we serve. If a custody or court order exists, a copy of the order needs to be given to the school office. The parent/carer is responsible for providing up-to-date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick up list, the policy on unauthorised persons will be implemented. The parent/carer will provide all consents.

I authorise the following individuals to pick up my child from Wraparound Care:

1. Name: _____ Phone: _____

2. Name _____ Phone: _____

3. Name _____ Phone: _____

Password: _____

If an authorised individual comes to pick up my child from Wrap Around, I can be contacted at this number:

Signed: _____ Print: _____ Date: _____

