



King's Oak Primary School

Oak Road, Bedford, MK42 0HH

Tel: 01234 220480 Fax: 01234 220481

Email: enquiries@kingsoakprimary.co.uk

Headteacher: Mrs Ali England

Visit our website: www.kingsoakprimary.co.uk

31st October 2017

Dear Parent/Carer,

Reception - Collection from School

At Kings Oak Primary School, your child's safety is of utmost importance to us. In order to keep our records up to date, we need some information from you regarding your child and their collection from school. Please list below the names of the adults you give permission to collect your child at the end of the day. The adult releasing at the end of the day will not release your child unless the adult collecting them has their name on the list. If you ever need someone to pick your child up who is not on the list, please call the office so that we are able to advise the class teacher on the day. Please return the bottom of this letter to your child's class teacher or to the office.

Many thanks for your ongoing support.

Kind Regards,

Ali England
Headteacher

REPLY SLIP

To: Class teacher/ School office

Reception - Collection from School

Child's name..... Class.....

Name..... Relationship to child.....

Name..... Relationship to child.....

Name..... Relationship to child.....

Name..... Relationship to child.....