

Rowsley C of E Primary School

Woodhouse Road, Rowsley, Matlock, Derbyshire, DE4 2ED
Tel: (01629) 733727 Email: info@rowsley.derbyshire.sch.uk
Executive Head Teacher: Mrs Wyer



Dear Parents and Carers,

There has been an increase recently in children being collected by people other than their usual parents/carers. Due to safeguarding we are not permitted to send children home with a different person, without prior notice from the parent/carer. This is the case even if we know the person, such as another parent at school.

However we know that lives are busy and sometimes it is more practical to ask a friend or neighbour to collect your children. Therefore please could all parents list 3 people below who have permission to collect their children (other than parents).

If your child is collected by one of the people listed below, we do not need prior notice. If anyone else arrives, they will not be able to take your child unless you have already let us know.

Child Name _____

1. _____
2. _____
3. _____

If your circumstances change and you would like to remove one of these people from the records, please put this in writing to the school office by emailing info@rowsley.derbyshire.sch.uk. Telling a staff member verbally is not sufficient.

Thank you for your understanding, our main priority is to keep your children safe, and we hope that this will help to give a little flexibility at pick-up time.

Kind Regards

Shelley Middlebrook
School Business Manager