



Khalsa Science Academy
Fir Tree Rise, Alwoodley, Leeds, LS17 7EZ
0113 887 3680
jlaydon@khalscienceacademy.org.uk

Authorised Collectors

In order to ensure efficient and safe collection of the children at the end of the school day, it is important that we know who is collecting your child.

If someone other than you regularly collects your child, please let us have their name and photograph if possible. If you are able, please introduce them to the School Office and the Class Teacher/Learning Assistant.

If there is anyone who is not allowed to collect a child, please provide us with written instructions and a photograph of the person.

If there is an emergency and someone who is not on the authorised collectors list needs to collect the child please phone the school to let us know. They will need to give the Class Teacher/Learning Assistant a mutually agreed password before they are allowed to take your child home.

Judith Laydon
School Administrator



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Authorised Collectors

Name of child: _____

Name of collector	Relationship to child	Contact number

Please provide labelled pictures with this form when you return it. If you plan to arrange a meeting of the collector with the school staff then we can take a photo of the collector which will be uploaded onto our systems.