

# East Farleigh Primary School

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## Clubs permission letter

Permission to attend \_\_\_\_\_ (Club Name)

I hereby give permission for \_\_\_\_\_ (Child's Name) to attend the  
above name club

At the end of the club, I will (please tick)

- Collect my child from the playground
- Collect my child from the classroom
- Allow my child to walk home / meet me elsewhere

Signed (parent/guardian) \_\_\_\_\_

The **Parent's** responsibilities are to:

-  Enrol their child/ren by signed permission slip, to a Club of their choice, for a minimum of half a term
-  Ensure that their child/ren are collected **promptly** at the end of the Club and inform the Club leader when they leave with their child in accordance with the published collection arrangements.
-  Ensure their child's attendance and inform the school immediately if they have altered the arrangement.
-  All Parents must be aware that if children are not collected as expected they will have been instructed to return to the school office and inform an adult and wait there.
-  Avoid "helping" other parents by collecting children they do not have responsibility for; without discussing this with the appropriate member of staff and contacting the appropriate parent from the office. The school cannot release the child without appropriate notification.
-  Acknowledge phone messages regarding clubs should they be received.
-  Parents should have signed and returned a "permission" form and adhere to the collection options they have chosen.

The **Children's** responsibilities are to:

-  Tell the Club leader if they need to leave the room/ field/ garden area for any reason.
-  Behave in the same way that would be expected of them during normal school hours.
-  Attend regularly and inform the club leader if they are unable to attend.
-  Be aware that if an issue arises on the way home or they are not collected as expected they **must** return to the school office and inform an adult immediately.
-  They should not leave school with anyone other than the person who should be collecting them when they arrive.

**NB: A separate form must be completed for each club your child attends**

