



Head Teacher: Carole Clemens B.Ed Hons PGDipEd

Tel: 0115 917 9881

Email: office@totonbanksroad.notts.sch.uk

Email: head@totonbanksroad.notts.sch.uk

Dear Parents & Carers,

Owing to the fact that many children are collected by a variety of people throughout the week (e.g. parents, grandparents, child-minders etc.), it would be very helpful to our staff if they could have details of your collection arrangements.

We would be grateful therefore, if you would be kind enough to complete the form below, giving full details of who will usually be collecting your child on each day of the week, and return to your class teacher.

If these arrangements alter in anyway, please notify us on the day so that we will be aware of the change in advance. We prefer to be notified in person, by whoever is dropping off your child in the morning. However if your arrangements change during the school day, please telephone the School Office. A member of the Office team will then call you back on the number that we hold for you to confirm the collection arrangements.

Thank you for your co-operation in this matter.

Yours sincerely

Carole Clemens  
Head Teacher

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**School Collection Arrangements**

Childs Name: \_\_\_\_\_ Class: \_\_\_\_\_

MONDAY	
TUESDAY	
WEDNESDAY	
THURSDAY	
FRIDAY	

Banks Road, Toton, Beeston, Nottingham, NG9 6HE. Web: [www.banksroadschool.co.uk](http://www.banksroadschool.co.uk)