



CHILD COLLECTION FORM

We are required to obtain written permission from parents where children are to be picked up by another adult. Therefore, we require you to write below the name(s) of people who will regularly pick up your child from school if you are not able. Please introduce these persons to your child's teacher and inform the class teacher when a person named on this form will be collecting your child.

Uncollected child: If your child is not collected after 15 minutes then persons named as Emergency Contacts for your child will be contacted and requested to pick them up. If no contact can be made after 1 hour social services will be contacted.

NAME OF CHILD:

NAME OF ADULT TO COLLECT CHILD

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RELATIONSHIP TO CHILD

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Signature of Parent/Carer

I confirm I have legal parental responsibility for the above-named child. I agree to my child being collected by the persons named and I will inform the school in writing immediately of any changes to information.

I understand that the information provided will be stored and used by the school in accordance with the Privacy Notice. A copy of the detailed Privacy Notice stating how data is used, stored and shared is available on the school website:

<https://hunningley.org.uk/portals/0/policies/Privacy%20Notice%202021-22%20revised%20310522.pdf?ver=2022-06-23-090212-683>

Parent/Carer signature:

Date:

The data controller for personal information held by Hunningley Primary Academy is United Learning Trust (ULT). ULT is registered with the Information Commissioner's Office (ICO). The registration number is Z7415170.

The Company Secretary is responsible for ensuring that ULT complies with the Data Protection Law. They can be contacted on company.secretary@unitedlearning.org.uk or 01832 864538.

The Business Manager has delegated responsibility for ensuring that the school complies with ULT's policies and procedures in relation to Data Protection. They can be contacted on 01226 284867 or email enquiries@hunningley.org.

Hunningley Lane, Barnsley, S70 3DT 01226 284867

Principal: Mrs Catherine Horton-Hale

