

Consent to Pick Up a Learner

School name Family code (existing parents only)

This form should be completed by the parent/guardian to grant permission for someone else to collect their child from the school. Letters of consent will be filed at reception for the information of all staff.

- Permission may be granted on a once-off or semi-permanent basis.
- Parents should inform the teacher and receptionist each time that another person will be collecting the child/learner.
- The person identified below should bring along proof of identification to be verified at reception.

Personal details

Name of learner

Name of parent/guardian

Name of person granted permission

Relationship to learner:

Family member Family friend Transport service Other

Details of arrangement

Basis on which the above-mentioned person may pick up the child/learner:

Once-off Any time this academic year

For once-off pickups:

Date Time (estimated)

For semi-permanent pickups:

Date from Date until

Signature of parent/legal guardian

Date

Signature of school representative receiving the form

Date