

**Horwich Parish CE School**

Please fill in the chart below to show the collection arrangements for your child in a normal week. When arrangements differ from those stated you are asked to fill in our daily notebook, which can be found near the entrance door or will be provided by a member of staff on request. If arrangements change permanently, then please ask to amend this sheet.

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| --- |
| Child’s name: |

|  |  |
| --- | --- |
|  | Names of people or organisations authorised to collect my child. |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |

In case of an emergency, where you are unable to contact school about a change in arrangements, please provide a secret password, which the person collecting your child can use to authorise us to release your child to them.

My secret password is:

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