



Wednesday 25<sup>th</sup> February 2025

## Child Collection Policy and Responsibility

Dear Parent / Guardian,

At Mount St. Michael's Primary School, the safety and wellbeing of every child in our care is our highest priority. In adherence with our **Child Collection policy** which ensures that all pupils are dismissed safely at the end of the school day, it is essential that we have an **up-to-date list of named, responsible adults who are authorised to collect your child.**

Please note that staff are **not authorised** to allow a child to leave with any individual who **is not named on your child's collection register.** This procedure is in place to protect pupils and to ensure that we can confidently release them into the care of someone you have approved.

We thank all families who have already completed the relevant section on the pupil information form at the beginning of the year and ask anyone who would like to **add a new adult(s)** to your child's authorised collection list, to please complete the attached form as soon as possible. If you are not adding additional adults to the list already held by the school, please do not complete this form.

### [Additional Adult Collection Form:](#)



<https://forms.office.com/e/Ty2ntA1QjQ>

We kindly ask that you keep us informed of any changes throughout the school year so that our records remain accurate and up to date. Thank you for your cooperation and continued support in helping us maintain a safe dismissal process for all pupils.

Kind Regards,

*P. Shivers*

Padraig Shivers

Principal

Mount St. Michael's Primary School & Nursery Unit



Mount St. Michael's Primary School | 3 Craigstown Road | Randalstown | Antrim | BT41 2AF



028 9447 2666



[info@mountstmichaelsps.randalstown.ni.sch.uk](mailto:info@mountstmichaelsps.randalstown.ni.sch.uk)



[www.mountstmichaels.com](http://www.mountstmichaels.com)