



Giffnock Primary Nursery

2021

As part of our continued improvement to ensure the safety of your child while in Giffnock Nursery, we have introduced clear collection procedures to ensure that nobody other than your nominated persons are permitted to collect your child.

The information you supply on this form will be used by East Renfrewshire Council to enrol your child in a nursery class. We will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. The council will use this information because we need to do so to perform a task in the public interest or to perform a contract. If you do not provide us with the information we have asked for then we will not be able to provide this service to you. You can find out more about how we handle this information and your rights in respect of it by going to www.eastrenfrewshire.gov.uk/privacy. If you do not have access to a computer and wish a paper copy please let us know by contacting your child's school.

If you have provided anyone else's details on this form please make sure that you have told them that you have given their information to East Renfrewshire Council. We will only use this information to contact those people in the event of an emergency. If they want any more information on how we will use their information they can visit our website at www.eastrenfrewshire.gov.uk/privacy.

Please complete this record which will be kept confidential by the nursery staff.

Yours sincerely

Rob Lawson

Head Teacher

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Official Sensitive

Child's Name: _____

Nursery Teacher: _____

	Name of adult (over 16 years of age) authorised to collect from nursery	Contact telephone numbers
1	(parent/carer)	Landline: Mobile:
2	(parent/carer)	Landline: Mobile:
3	Relationship to child:	Landline: Mobile:
4	Relationship to child:	Landline: Mobile:
5	Relationship to child:	Landline: Mobile:
6	Relationship to child:	Landline: Mobile:
7	Relationship to child:	Landline: Mobile: