

WORK & SCHOOL PLAN

Who picks up the children, and what happens if you can't get through to each other.

SCHOOL, NURSERY OR COLLEGE

Child	School / nursery	Phone	How they contact us (app, text, email)

WHO COLLECTS THE CHILDREN

Order	Name	Relationship	Phone	On the school's list?
1st – goes first				
2nd – if 1st can't				
Also allowed				

Schools usually only hand children to people they've been told about. Tell them in advance, and agree a family code word the collector can use.

WORK

Person	Workplace & address	Phone	Plan – work from home? route home?

ASK THE SCHOOL

- ☐ What happens if you close early and can't reach us?
- ☐ Where would children go if the school is evacuated?
- ☐ How will you tell us about closures?

ASK WORK

- ☐ What's the plan if the building is closed?
- ☐ How will you contact staff out of hours?
- ☐ Can I leave to collect children in an emergency?

OLDER CHILDREN WHO TRAVEL ALONE

If you get home and no one's there	Spare key is at / go to

If phones are down: the 1st collector goes to the school. If they can't get there, the 2nd collector goes. Everyone else goes to meeting point 2 (P2). Family code word: _____

