

BEYOND THE GATES

Private Concierge for Boarding Students · Somerset

Catherine Baron · 07779 338 918 · hello@beyondthegates.co.uk · beyondthegates.co.uk

Single Trip Authorisation

How to use: Complete the fields shown in grey italics. Copy the finished letter into a new email and send to your child's houseparent before each individual booking. Copy Catherine at hello@beyondthegates.co.uk.

To: *[Houseparent name] — [houseparent email address]*
Cc: *Catherine Baron — hello@beyondthegates.co.uk*
From: *[Your name] — [your email address]*
Subject: *Collection Authorisation — [Child's full name] — [Date]*

Dear *[Houseparent name]*,

I am writing to confirm that I have authorised Catherine Baron of Beyond the Gates to collect *[Child's full name]* from school on the following occasion:

- **Date:** *[Date]*
- **Approximate collection time:** *[Time]*
- **Purpose:** *[e.g. dental appointment / shopping trip / physiotherapy]*
- **Expected return:** *[Approximate time]*

Please release *[Child's name]* to Catherine Baron or an authorised Beyond the Gates representative at the agreed time. Catherine will collect and return *[Child's name]* following the booking. All Beyond the Gates representatives are DBS checked and fully insured.

Thank you.

Kind regards,

[Your full name]

[Your contact number] · [Your email address]