

BEYOND THE GATES

Private Concierge for Boarding Students · Somerset

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

Standing Authorisation — Designated Adult

How to use: Complete the fields shown in grey italics. Copy the finished letter into a new email and send directly to your child's houseparent. 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: *Authorisation — Designated Adult for [Child's full name], [House name]*

Dear *[Houseparent name]*,

I am writing to formally notify you that I have engaged Catherine Baron of Beyond the Gates — a private student concierge service based in Somerset — as a Designated Adult authorised to collect my child from school for off-campus appointments, errands and other agreed tasks.

My child's details:

- **Full name:** *[Child's full name]*
- **Year group:** *[Year]*
- **Boarding house:** *[House name]*

Catherine Baron is Enhanced DBS checked and fully insured for accompanying and transporting minors. I have signed a formal consent and service agreement with Beyond the Gates, a copy of which is available on request.

Please note Catherine as an authorised adult on *[Child's name]*'s record. Beyond the Gates contact details:

- **Name:** *Catherine Baron*
- **Mobile / WhatsApp:** *07779 338 918*
- **Email:** *hello@beyondthegates.co.uk*

Please release *[Child's name]* only to Catherine Baron or an authorised Beyond the Gates representative, and only where prior written notification has been provided for that specific booking. All Beyond the Gates representatives are DBS checked and fully insured.

Please do not hesitate to contact me with any questions. Thank you for your assistance.

Kind regards,

[Your full name]

[Your contact number] · [Your email address] · [Country / time zone if applicable]