



27<sup>th</sup> March 2017

Dear Parents/Carers,

We are continuously trying to improve and enhance our safeguarding and end of day procedures.

In an effort to keep pupils as safe as possible we would like to set a password for each infant child (Pre-School, Reception, Year One, Year Two).

The password will only be used if staff are not familiar with the adult, or they have not picked up your child before. As the child is being dismissed the adult collecting your child would say their name, if they are new or unfamiliar they will be asked for your child's password. Also, if your child is being picked up by someone else and the office is contacted you will also need to confirm your password with the office staff.

We would also like you to complete a list of the adults who frequently pick up your child for staff to use as reference at the end of the day.

We will update this each academic year, but if your circumstances change please let us know as soon as possible.

Kind regards,

Jodie Cooper  
Director of Studies

Name of child:	
Base:	
Password:	
Adults who regularly collect my child:	

