



27th March 2017

Dear Parents/Carers,

We are continuously trying to improve and enhance our safeguarding and end of day procedures. Following the success of our Key Stage One and EYFS passwords for collection of pupils, we would like to set a password for each Key Stage 2 child (Year Three, Year Four, Year Five and Year Six). I have also attached a consent form for children to leave the classroom without an adult and walk home at the end of the school day.

Children **will not be allowed** to leave the classroom unless they are collected by an adult or with written consent; **this includes meeting an adult within the school grounds**. The password will only be used if staff are not familiar with the adult, or they have not picked up your child before. For example, as your child is being dismissed, the adult collecting them 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 a 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:	

