23 July 2024

Dear Parents/Carers

Strengthening our Collection Arrangements

You will recall that some time ago we sent out a Google Form and asked all parents to give us a password which can be used when staff do not recognise the adults collecting children at the end of the day.

In September your child will be in a new class and the teacher may not know the parents connected to each child. We will therefore be changing how we dismiss the children. In the past we have asked the child if they can see their parent and have relied on this. Now, until the staff know the parents, we will only dismiss the child to the parent once a password has been given. This will also be the case if you need to collect your child for an appointment from the office. It will also be the case in the event that the class is covered by a supply teacher

To facilitate this, we will be opening the doors ten minutes early for the **first week** - Tuesday 03 September to Friday 06 September for a staggered pick-up. Please do not panic, we will not be closing them earlier, we are doing this to allow for the additional time to receive passwords.

If you cannot remember the password you have provided staff can give you a prompt. If you still can't remember this, office staff are able to give you the password when you give them the following information:

- Child's date of birth
- Child's address
- Child's previous class/teacher
- Child's new class
  Or
    - Child's birth certificate or passport
    - Parent's ID

We appreciate that this may be inconvenient as it will take longer to dismiss the class but we would be grateful for your patience and understanding as we are doing this to safeguard your children until staff recognise parents.

Yours sincerely

Mrs L A de Carteret
Headteacher