



19th September 2018

Dear Parents/Carers

PASSWORD

For added security, we are introducing a password system for collecting pupils.

This will apply to a person who does not normally collect that pupil. It maybe a family friend or relative you have asked to collect your child. Parents/Carers who routinely collect from school and are known to class staff will not need a password.

If you wish to arrange for someone to collect your child, please contact school to advise us. We will ask you to provide a password which you should also give to the person collecting.

This system will be implemented from Monday, 24th September 2018. If you have any questions, please do not hesitate to contact the school.

Yours sincerely

MRS A R MORDEY
PRINCIPAL

