



Swain House Primary School
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Dear Parent/Guardian

Following some recent feedback from our parent questionnaires, we would like to introduce a password system in our Early Years for collecting children at home time. If a different adult is coming to collect your child at home time, we would like them to provide school with a password chosen by yourself to ensure they are being collected by the correct person.

Please think of a simple password and complete the reply slip below. The password could be an animal, an object or anything that is memorable to you and the adult collecting your child. If the adult does not provide the correct password at home time, then they will not be able to collect your child until we have spoken to you via telephone.

Yours sincerely

Mrs Clare Pugh
Headteacher

Pick-Up Time Password

Parent/Guardian of _____ in _____ Class.

Your chosen password for pick-up time is: _____

Signed _____ Date _____