

Dear Parents

To ensure that we are doing all that we can to keep your child/children safe this is our child collection procedure for nursery, reception, year 1 and year 2 children. If you, the parent, are not collecting your child/children from school, then whoever you have given permission to will need to give a code word to the class teacher. The code word will also be needed if a supply teacher is dismissing children as they will not know who the child's parents are.

You will choose the code word. It can be anything from a colour to a name to an animal or even a film. Just make sure it's something you will remember. You can use the same word for all of your children if you wish.

Please fill in the form below and return to school with the admission forms.

Many thanks for your support.

Mrs Swanson  
Principal

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Child's Class: \_\_\_\_\_

Child's name: \_\_\_\_\_

Collection code word: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_