

St. Mary's Catholic Primary School

Calcutta Road, Tilbury Essex RM18 7QH

Headteacher: Mrs M Jones

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8th September 2017

Dear Parents/Careers of Reception children,

Clarity is needed concerning the picking up of children after school from the Reception class. Please fill in the slip below with the names of family members and other adults who have permission to collect your child.

We also have a family password system in place. If you are unexpectedly delayed and cannot pick your child and you need to send someone unfamiliar to the Reception class, please give your password to the adult you wish to collect your child. This will allow Reception staff to release your child to the adult you send to collect them. If the adult is unable to give us the correct family password, we will not release your child to them.

Please enter the password you have chosen in the space below and return the slip to myself (Miss Rooney). The password will only be known by the Reception staff and will be kept confidential. Remember to keep a note of your password.

Thank you for your cooperation in helping us to ensure the continued safety of all the children in our care.

Yours sincerely,

Miss Rooney
Reception Teacher

FAMILY PASSWORD IN RECEPTION CLASS

NAME OF CHILD _____

The following adults have permission to collect my child from St. Mary's Reception Class:

Our family password is: _____

I understand that Reception staff will only allow my child to be collected by an adult (over 18) who knows the family password.

Signed _____ Date _____