



The Hills Academy

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20th October 2016

Dear Parents and Carers

At the beginning of the academic year Mrs Mackay and I review the Safeguarding procedures for the school and ensure that all recommendations and updates are in place. We have made some significant changes to the school policy, which is available on the website. One recommendation we have received, from the Local Authority, is to adopt a password system for the collection of children. This is going to take a bit of getting used to so please can we ask you to be patient as we roll this out (I intend for it to be operational after half term).

Please can you choose a simple, memorable password which you can share with the people who may pick up your child (i.e. grandparents, extended family, friends). We kindly ask you to complete the slip below and return it to your class teacher by Tuesday 1st November. This will give us additional security on a number of fronts; for example if a teacher was unwell and another teacher was covering the class we could be sure that children were safely collected by the correct person and/or if you needed to send a friend in an emergency to collect your child we could be sure that this was the right person.

We would still encourage you to tell us if someone different is collecting your child (and please note that we cannot release children to anyone under the age of 16) but no child will be released to an unfamiliar person without the password being given.

Yours faithfully

Moya Whitehead
Headteacher

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Child's name:

Child's class:

Parent's name:

Date:

Password:
