



Happiness
Esteem
Achievement
Responsibility and
Respect
Truth
Spirituality and Service

Hilltop Infant School

Hill Avenue, Wickford, Essex, SS11 8LT
Email: hilltopinf.admin@heartsacademy.uk
Website: <http://hearts-hilltopinf.uk>

Tel: 01268 762531

Head of School: Mr D Chapman



5th January 2018

Dear Parents/Carers,

As a school we take our duty of care very seriously and are committed to safeguarding and the wellbeing of the children. In EYFS, we will now be introducing a password system for when your child is collected by anyone other than a parent.

You have already provided us with a 'picking up' list, stating the names of the other adults that may pick up your child. They will now be required to give your chosen password upon collecting your child. If they do not know the password we will keep your child safe at school until we can contact yourselves for confirmation of pick up arrangements.

Please can you complete the attached form and return in the envelope provided to the school office by Friday 12th January. The new system will take effect on Monday 15th January.

Thank you for your continued support,

Mr Chapman and Mrs Boroughs



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End of the day collection information

My child _____ (Name)

Class: _____

If another adult is picking up my child, I will make that adult aware of the need to produce my password when they collect my child. I will also inform the school if my child is being picked up by another adult.

My chosen password is _____

Signed _____
(parent/guardian)

Date: _____