



Silsoe V.C. Lower School, Chestnut Avenue, Silsoe, Bedfordshire, MK45 4GP

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2nd December 2022

Dear Parents/Carers,

You may remember a little while ago we sent a letter regarding a PASSWORD system we were introducing for children being collected by someone other than a parent. The original letter is also attached to this email.

Thank you to those parents who have set one up, which is a majority of families. From Monday 12th December, we will be launching this new system. We would still ask for a phone call to the office if someone other than a parent is collecting your child. The password system is an extra level of security only.

Please be assured that passwords are being kept securely on site and only relevant staff have access to them.

Anyone collecting your child from school or Care Club, who does not have parental responsibility, will be asked by staff to give the password. Please ensure only appropriate adults know your password. Can we take this opportunity to remind you that our policy states children will only be released to over 16 year olds.

If you have not yet set a password it is not too late and this will avoid us having to call you to gain permission. On the initial letter was a google form link which is still live. Follow this link and you will have the opportunity to set one there.

Thank you for your assistance with this and your patience as we get up and running.

Yours sincerely

Mrs Boyle
Head teacher.

