



St Michael's



St Michael's CE (VC) Primary School
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23 January 2014

Dear Parent/Carer

Safeguarding

Passwords

It has come to our attention that many children in Reception, Year 1 and Year 2 do not have passwords. If you want your child to be picked up from school or After School Club by someone other than yourself who we may not recognise, it is vital that this person has a password. There have been occasions where we have not allowed a child to go with the person sent to collect them because they have not had a password. As a school we look to minimise unnecessary problems whilst remaining committed to ensuring the safety of your children.

If your child has not got a password, please complete the form below and bring it to the office. For children in Key Stage 2 (Years 3, 4, 5 and 6) who would like to have a password for After School Club, please also complete the form below. Passwords must be given in person and may not be notified or changed over the phone.

Breakfast Club

All children's attendance must be registered for Health and Safety purposes. For this reason we will be registering children up to 8.25 a.m. only. From Monday 27 January, children will not be accepted in Breakfast Club after this time. The fee for Breakfast Club is £2.00 per child per day regardless of the time they are dropped off.

If you have previously made other payment arrangements, please let us know.

Yours faithfully

Rob Munro
School Business Manager

To: St Michael's School Office

The password for my child is _____

Name of child _____ Class _____

Signed person with parental responsibility _____

Please print name _____

