**West Kidlington Primary &
Nursery Schools**
Oxford Road
Kidlington
Oxford
OX5 1EA

Dear Families,

To ensure that we can keep your child safe at times of transition, we use safeguarding passwords at West Kidlington Primary School. If you are not collecting your child from school, then whoever you have given permission to will need to give this password to the class teacher. The password will also be needed if a supply teacher is dismissing children as they will not know who the child's parents/guardians are.

As your child is new to our school, please complete the slip below and return it to us. Try to choose a password that is easy to remember. Thank you for your support with this.

Yours sincerely,

Ms Clare Pike
Assistant Principal and Designated Safeguarding Lead

I give permission for the following people to collect …………………………………………. Class (e.g. 1CF): …………
                                                                          Child's name

Full name	Relationship to child (e.g. aunt)	Signature of Parent/Carer	Date

Please identify a password for our records and for those people collecting your child to ensure that he/she is collected by a person with your permission.

Password: ………………………………

Please keep us informed of any changes. If there are any adults who are not allowed to collect your child, please let us know.