

6th October, 2026

Dear Parent(s) and Carer(s),

At Peel Park Primary School, the safety and wellbeing of our children is our highest priority. As part of our ongoing commitment to safeguarding, we are introducing a new Collection Password System for all children in **Nursery, Reception, Year 1 and 2**.

In the past, we have only requested a collection password where there has been a specific need or change to a child's collection arrangements. However, as our school community continues to grow and we increasingly have children being collected by a wider range of family members, carers and trusted adults, we have decided to introduce a password for every family. This will provide an additional layer of security and help ensure that all children are collected safely and only by authorised adults.

From **Monday 2nd November** all families will be asked to provide a unique family password. This password will act as an additional safeguarding measure and may be used when a child is collected by someone other than their regular parent/carers or by an adult who is not known to school staff.

Why are we introducing this system?

Strong safeguarding procedures help us ensure that every child is collected safely at the end of the school day. While we already have robust collection arrangements in place, the introduction of a password system will provide an additional layer of protection for our youngest children.

The password system will:

- Help staff verify that a person collecting a child has permission to do so.
- Support situations where collection arrangements change at short notice.
- Provide extra reassurance for parents and carers.
- Strengthen our safeguarding procedures and further enhance children's safety.

How will the system work?

- Please choose a password that is memorable for your family but difficult for others to guess.
- Share the password only with adults who are authorised to collect your child.
- If an unfamiliar adult arrives to collect your child, staff may ask them to provide the password before releasing the child into their care.
- If the password cannot be provided, staff will contact a parent or carer to verify the collection arrangements before the child is released.
- Password details will be stored securely and used solely for safeguarding purposes.

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We would be grateful if you could complete the slip below and return it to your child's class teacher by **Friday 23rd October**.

Thank you for your support and cooperation in helping us keep all children safe.

Yours sincerely,

Andrea Grist
Headteacher

Child Collection Password Slip

To help keep your child safe, please provide a password that can be used if someone different needs to collect your child from school.

Childs Name: _____

Class: _____

Parent/Carer Name: _____

Collection Password

Please choose a memorable password that only you and the authorised adults collecting your child will know.

Password: _____



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