

KEELBY PRIMARY ACADEMY

Principal: Mrs Annabel Cowling
Manor Street, **KEELBY**, Grimsby. DN41 8EF
Tel: 01469 560366 **Fax:** 01469 561283 **e.mail:** enquiries@keelby.lincs.sch.uk



5th May, 2017

Dear Parent/Carer,

At Keelby Primary Academy we are dedicated to keeping children safe. As part of new safeguarding measures, we will be introducing a password system for home time in Foundation Stage, Y1 and Y2.

We pride ourselves on getting to know parents and carers quickly and well, and therefore recognise the majority of adults when you pick your child up from school. However, there are occasions when different members of staff may be covering classes, or different adults may be picking your child up from school. We have therefore decided that each child will have a nominated password, which will be used on such occasions. For example, if a child is being picked up by a relative that is not familiar to school, the relative may be asked by the class teacher for the password, so we know they have approval from the child's parent or guardian to leave with that adult.

Passwords will be chosen by you and will be kept confidential - only the adult in charge of the class on any particular day will have access to the list of passwords. Please complete the slip below with your child(ren)'s name and your chosen password, and return the slip to the school office, in the enveloped supplied, **no later than Friday, 19th May**.

The new password system will be put into action after the May half term, from **Monday, 5th June**.

Thank you in advance of your support, and please get in touch if you have any queries.

Yours sincerely,

Becky Wakefield

Lead Child Protection Officer

KEELBY PRIMARY ACADEMY

Pupil name: _____ (Yr: __) Password: _____

Pupil name: _____ (Yr: __) Password: _____

Pupil name: _____ (Yr: __) Password: _____

Signed: _____