



Station Road, Thornton Cleveleys, FY5 5HY. Telephone 01253 823420

1<sup>st</sup> September 2023

Dear Parent/Carer,

**Passwords for pupil collection**

We understand that parents/carers cannot always collect their child from school and as such, you may give that responsibility to a family member/friend.

Pupils should be collected by the individuals with permission to collect your child whose names should be provided on the data forms issued from school periodically. However, we appreciate there may also be times with those individuals may be unavailable and you may need to look to other family members/friends for support. On such occasions, parents/carers need to notify school of this as soon as possible and the individual will need to provide a password upon the child's collection from school. A password will help staff identify the individual whom they have likely not met before.

I would be grateful if you could please complete and return the password slip below, to your child's class teacher by Friday 8<sup>th</sup> September 2023. This password will be held on your child's file for use for the remainder of their time at Baines.

Thank you in advance for your support.

Best wishes,

Sophie Uttley,  
Business Manager.

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Pupil Name: \_\_\_\_\_ Class: \_\_\_\_\_

Password: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: Mrs A G Finney, B.Ed.Hons., N.P.Q.H.