

Tuesday 24th April 2018

Dear Parents and Carers,

Collection from Willow Green Academy

I am writing to remind all parents and carers of our rules regarding the collection of children at the end of the school day.

If a child is not being collected by their parent or carer, the Academy office or class teacher must be notified on the day of collection prior to the end of the day. We require the name of the person who is collecting the child and their relationship to them. If the person collecting the pupil has not been to the Academy to pick anyone up before, we will require them to bring photographic identification with them, such as a passport or driving license.

If this information is not given to the Academy, we will have to hold the child in class until contact is made with you, as parent or carer, at the end of the school day before the child will be allowed to leave.

I hope you understand that this is in place for the safeguarding and security of all children who attend Willow Green.

Thank you for your cooperation and continued support.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'S. Wynn'.

Mr. S. Wynn

Head of Academy