



**WEST CROFT SCHOOL**  
Discover your leg★cy

West Croft School  
Coronation Road  
Bideford  
EX39 3DE

School - 01237 473548

[admin@westcroft.devon.sch.uk](mailto:admin@westcroft.devon.sch.uk)

Acting Headteacher – Mrs L Johnston

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Dear Parents/Carers of children in **Reception, Year 1 and Year 2**

To ensure we are compliant with new safeguarding guidelines, we ask all parents/carers to set up a password for each child which we will record on the system so that we can ensure when you are phoning with alternative collection arrangements that we can identify that it is actually you who is calling.

Within your pack is an end of day collection arrangements form which we ask you to complete. This form gives the school your authorisation to release your child to any of these named adults (over 18) at any time – without the need to notify us every time. If you want someone removed from this list – please let the class teacher know as soon as possible.

Where other circumstances arise and you need to send someone else to collect your child we ask that you call the school office and provide us with the details of who will be collecting your child and provide a one off password that we can pass on to the teacher. You will need to provide the person collecting your child with this password, for them to give to the teacher at collection. Without this password your child **will not** be released.

We would be grateful if you could complete the slip on the bottom and return it to the office with the other documents in your pack. Each parent/carer can have a separate password. Should you wish to change your password at any time, please come to the school office and we will help you with this.

Kind regards

Mrs L Johnston  
Acting Headteacher

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**Parent/Carer Password**

Child's Name	
Class	
PASSWORD (please use CAPITALS)	
Signed	
Print Name	
Relationship to child	