

VERWOOD C.E. FIRST SCHOOL AND NURSERY



Howe Lane, Verwood, Dorset, BH31 6JF - Tel. 01202 822652

Password

We have in place a system for situations when parents/carers are unable to collect their children themselves but have not completed and signed the "Child Collection Book" and have telephoned us during a session to let us know.

To protect the safety of your child we cannot accept just a telephone call. All parents/carers must register a password with us.

If you telephone us to change arrangements for collection during a session you must make sure that the person collecting your child knows the password as they will be asked for it when they arrive. The password should be written down and shown to a member of staff, to eliminate the risk of it being overheard by someone else.

The password was given to us when registration forms were completed.

Passwords are kept in a confidential file.

Please do not tell your child what the password is in case they inadvertently mention it to someone.

If your child is regularly collected by someone else, for example a grandparent or childminder, please let us have a written note of their name and which session(s) they will collect your child.