

July 2026

Collection Password

Dear Families

As part of our safeguarding procedures, a child can only go home with the people that are on our collection lists.

If you need someone else to collect your child, we ask that you let school know as soon as possible, ideally before the start of the school day, so this can be communicated to your child's class teacher in a timely manner. When someone different is collecting your child we will ask them for the collection password.

If we haven't been notified by families in advance, and an adult not on our collection list attempts to collect, we will seek to make contact with the parents/carers to confirm this arrangement. In the event the parent/carer cannot be contacted within a reasonable amount of time, the school will seek advice from Children's Social Care before making a final decision to send a child home.

In order to avoid any difficult situations, please make sure the adult collecting your child is made aware of this important safeguarding procedure and knows the password before they collect.

To ensure our dismissal routines at home time can be as safe and as efficient as possible, we ask all families to provide a password for collections. If you have already provided a password but cannot remember what that is, please complete the form linked here: [Collection Word – Fill out form](#)

To ensure our collection procedures are in place for the start of the new academic year, **please complete the form by Friday 17 July.**

Many thanks

Laura Payton

**Acting Principal
Dixons Music Primary**