



**PURBROOK INFANT SCHOOL**  
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**Headteacher: Lisa A de Carteret**  
Assistant Headteachers: Zoe Bailey and Paul Stray  
School Business Manager: Hazel K Dean



05 September 2023

Dear Parents/Carers

**IMPORTANT INFORMATION: Updating School Collection arrangements**

Good morning all,

We are currently updating and streamlining our collection arrangements.

Collecting children at the end of the day can sometimes be a little tricky for both teachers and parents/guardians when it is not always a familiar or consistent person, often the information is held at the office and can take time to locate the names of those who can pick up causing a delay in you and your little ones getting home.

We have developed a Google form that can be accessed by both the office and the teachers, making our collection arrangements not only faster but also easier for everyone. As part of the update we are including the use of a password for the RARE occasion or emergency when you may need to use an unknown friend or family member to pick up. Please keep this to a minimum, it is better for everyone, especially the child if they know who is picking them up on the day.

The form will go live today (please see the link below) and will close at the end of the day on Monday 11 September 2023. If later in the term you need to add a name or change a name to this list it is your responsibility to let the school know. Please pass any changes on via the office NOT the class teacher. This can then be updated centrally for all to access.

[Google Form](#)

Yours sincerely

Mrs L A de Carteret  
**Headteacher**