



PURBROOK INFANT SCHOOL
ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ
Telephone: 023 9261 0761
Email: adminoffice@purbrook-inf.hants.sch.uk
Headteacher: Lisa A de Carteret
Assistant Headteachers: Zoe Bailey and Paul Stray
School Business Manager: Hazel K Dean



18 July 2025

Dear Parents/Carers

Strengthening our Collection Arrangements

For some time now we have asked all parents to give us a password which can be used when staff do not recognise the adults collecting children at the end of the day.

In September your child will be in a new class and the teacher may not know the parents connected to each child. Until the staff know the parents, we will only dismiss the child to the parent once a password has been given. This will also be the case if you need to collect your child for an appointment from the office. It will also be the case in the event that the class is covered by a supply teacher

To facilitate this, we will be opening the doors ten minutes early for the **first five school days** - Thursday 04 September to Wednesday 10 September for a staggered pick-up. Please do not panic, we will not be closing them earlier, we are doing this to allow for the additional time to receive passwords.

If you cannot remember the password you have provided, staff can give you a prompt. If you still can't remember this, office staff are able to give you the password when you give them the following information:

- Child's date of birth
- Child's address
- Child's previous class/teacher
- Child's new class

Or

- Child's birth certificate or passport
- Parent's ID

We appreciate that this may be inconvenient as it will take longer to dismiss the class but we would be grateful for your patience and understanding as we are doing this to safeguard your children until staff recognise parents.

Yours sincerely

Mrs L A de Carteret
Headteacher