

## Hive Collection

Dear Parents and Carers,

In order to reinforce our safeguarding practices at Western, we would like to introduce a password system for collection from our Hive wraparound care. This will only be used for adults collecting who are not already marked as emergency contacts on Arbor.

We would still require a phone call from you in advance to confirm the change in arrangements.

Please complete the slip on the bottom of this letter and return to the school office as soon as possible, either by hand or by email.

Thank you so much for your support in this.

Kind regards,

The Hive Team

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Name of Child/ren:

.....

In the event that another family member or friend is collecting my child/ren from the Hive after school wrap-around care, please use the following to password confirm:

.....

(please note: we will still require a phone call or email in advance to let staff know)

Signed (Parent/Carer): \_\_\_\_\_

Name (Parent/Carer): \_\_\_\_\_

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**Learning Trust Alliance Teacher Training Teaching School Hub**

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