



10<sup>th</sup> September 2021

Executive Head: Mrs M. Mohamed BSC.HONS, LPSH, PGCE, PG.DIP

Head Teacher: Mrs D. Ghafori

**Password Update**  
**Home Arrangements**  
ACADEMIC YEAR 2021 – 2022

Dear Parents/Carers

Asalaamualaikum

We pray that you are in the best of health.

We want to ensure that we are confident in knowing that every single child in our care has safely left the school premises.

We are therefore using a password system for each child. This password system will be used if a child is not going home with the usual adult who collects the child.

If another person is collecting your child, you must inform the Administration Office via email at [admin@mmps.miet.uk](mailto:admin@mmps.miet.uk) as early as possible, stating your **Child's full name and Year Group**. The collecting adult must then quote the password for your child to be handed over. A child cannot be handed to the collecting adult unless this has been communicated to the class teacher first by the office, even if the password is known.

Please provide a password on the form below and ensure that you inform anyone who may be collecting your child from school.

*Until the new passwords have been set up, an email to the Administration Office at [admin@mmps.miet.uk](mailto:admin@mmps.miet.uk) will suffice, informing them of the adult collecting your child.*

Kindly return the password request form to your child's class teacher by Tuesday 14<sup>th</sup> September 2021.

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**HOME ARRANGMENTS – PASSWORD REQUEST**

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Password to be used by an adult authorised to collect your child: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





## PUPIL COLLECTION FORM

### Authorisation of additional adult ACADEMIC YEAR 2021 - 2022

For children who are collected regularly by an adult authorised by the parents/carers.

**If your son/daughter is collected regularly (e.g. once a week) by the same adult, please complete the form below and hand it to the office.**

**This means you will not have to inform school in advance.**

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

Name of collecting adult: \_\_\_\_\_

Relationship to parent: \_\_\_\_\_

I authorise: (Name of Collecting Adult) \_\_\_\_\_ to collect

(Name of Child) \_\_\_\_\_

upon the following day/s: (please tick the boxes below, as necessary)

Monday     Tuesday     Wednesday     Thursday     Friday     Any day

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

