



**Head Teacher:** Mrs. A. Young  
**Email:** ckcaptaincook@mcschools.org.uk  
**Tel:** 01642 315254  
**Web:** www.captaincookprimary.co.uk

Captain Cook Primary School , Stokesley Road,  
Marton, Middlesbrough. TS7 8DU

4<sup>th</sup> October 2024

Dear Parents and Carers of Nursery and Reception Children,

**RE: Captain Cook Primary School EYFS Password Policy**

Keeping our children safe is the priority of all staff at Captain Cook Primary School. In the Early Years we ask you to let us know who will be collecting your child from school each day and we quickly get to know you, the family members, friends and childcare settings who regularly collect.

As an additional safeguarding measure at collection time, over the next few days, we will be sharing our setting password with families. Our school office will text the password to the named contact on our school system. Please share this password with anybody who you trust to collect your children from school at the end of the school day. In the event of school staff being unfamiliar with an adult who comes to collect, they will ask for the password to know that the adult has been sent by you and has permission to collect your child.

This password will be changed every term and a text sent to parents for safeguarding.

We continue to request that you let us know who will be collecting your child and inform us as soon as you know there will be a change of plan.

If you have any questions or concerns about this policy, please speak to a member of staff.

Thank you for your support in keeping all of our children safe.

Many thanks

The EYFS Team