

# Hawthorn Community Primary School

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Head Teacher: Mrs Emma Jacox  
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25<sup>th</sup> November 2024

Dear Parent / Carers

Please ensure that if you ask another person other than yourselves to collect your child from school you provide them with the password in case the member of staff on duty at the end of the day does not know this person.

Please ensure that you let your child's teacher know if someone other than yourself is collecting your child.

If you do not have a password set for your child you will receive a message from the school to ask you to set one.

Thank you for your attention to this.

Emma Jacox

**Head Teacher**