



## **Westfields Infant School**

School Lane, Yateley, Hampshire, GU46 6NN

**Executive Headteacher:** Miss J Redman

December 2025

Dear Parents,

Following a review of our safeguarding procedures we are writing to inform you of an important update. As part of our continued commitment to ensuring the safety and wellbeing of every child, we will be introducing a collection codeword system for the end of the school day.

From the 6th January 2026, all parents will be required to nominate a secure codeword that must be confidentially given to any adult collecting your child. This should also be made known to the adults who are authorised to collect e.g. parents, family members, childminders etc. If a member of staff does not recognise the adult collecting a child, they will ask for the codeword before allowing the child to leave.

### **Why we are making this change**

- To provide an additional layer of safeguarding for all families
- To ensure children are only collected by authorised individuals
- To support staff when collection arrangements change unexpectedly

### **What we need you to do**

Please complete the Google Form linked below to provide your chosen collection codeword.

***Please submit the form by 23<sup>rd</sup> December 2025.***

Google Form link: <https://forms.office.com/e/4pkFz3rnXP>

We appreciate your support in helping us maintain the highest standards of safety. If you have any questions about the new procedure, please do get in touch. In the future, if you need to change your codeword at any time, please contact the school office and we will update your information promptly.

Kind regards,

Miss Jo Redman  
Executive Headteacher

**Telephone:** 01252 873603

**Email:** [infants@westfieldsfederation.org.uk](mailto:infants@westfieldsfederation.org.uk)

**Website:** [www.westfields-inf.co.uk](http://www.westfields-inf.co.uk)