



*Loving to learn, Learning to love.
For every child a chance to shine*



LAYSTON C of E FIRST SCHOOL
The Causeway, Buntingford, Herts. SG9 9EU
Tel: 01763 271235 Email: admin@layston.herts.sch.uk

Headteacher: Mrs A McMurrough

9th October 2020

Dear Parents/Carers,

In order to keep everyone safe, it is essential that staff are made aware prior to collection time of any changes to who is collecting your child from school.

Please email the office on: admin@layston.herts.sch.uk before midday or write a letter and pass it to your child's class teacher, stating who is collecting your child, a photograph will be required if the person collecting is not known to us. This letter will need to be signed and dated by you to provide consent.

We appreciate that sometimes an emergency situation can arise. If this is the case and somebody else is required to collect your child last minute, please telephone the school office to inform them of the name of the person that is collecting and a password will need to be supplied. The person collecting will be asked for the password upon collection.

Thank you for your continued support.

Yours sincerely,

Mrs A McMurrough
Headteacher

