

## **Thandi Coaches – Password Setup (school coach service)**

Dear Parents/Carers,

We will be setting up a password system if you have nominated someone to collect your child/children on your behalf, please could you make sure you give them your password so they can communicate this to the chaperone.

If the Parent/Carer has forgotten the password:

- Please speak to the chaperone on the respective coach for your child/children and request for a password setup form.
- Alternatively, please ring the School Office to reset your password. This will be communicated to the chaperone.

**Please inform the school in advance that you have nominated someone to collect your child/children on your behalf and the password has been given to them. If the nominated person does not know the password, then the chaperone cannot release the child/children into their care. The chaperone will contact the parent/carer concerned immediately.**

**If the parent/carer does not respond to the call, the chaperone will contact the school/Senior Leadership team to seek advice. Your child could be brought back to school if we cannot release the child without a password or receive confirmation from the parent/carer.**

Please complete the form attached and return to the chaperone at the earliest opportunity.

**Seva School and Thandi Coaches take the safety of your child/children very seriously and we appreciate your co-operation on the following:**

- Please do not board the coach with your child/children in the mornings as the chaperones will ensure your child(ren) is safely seated.
- Please ensure that they are dropped off and collected **on time** at their allocated bus stop.
- If you are collecting your child/children from School or if you have arranged alternative travel, please inform the School Office by 12pm (this also includes Secondary pupils).
- If your child/children attends an after-school club and is not using the coach service at home time, it is your responsibility to inform the School Office by 12pm.

Finally, can we please remind you that to continue our effective working partnership that you display positive behaviours at all times. We are after all a positive role model to all pupils and other adults.

Thank you for your support.

Seva School

## Password Setup Form (School Coach Service)

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**Password:** \_\_\_\_\_

**Name of Child/Children & Class:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Coach Number:** \_\_\_\_\_

**Bus Stop:** \_\_\_\_\_

**First Point of Contact Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Emergency Point of Contact Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

Please provide any additional information