



Goldsmith Primary Academy



A part of Windsor
Academy Trust



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Place of registration: England



11th October 2024

Dear Parent/Carer

Arbor contact details and end of day collection

At Goldsmith Primary Academy, the safety and wellbeing of our pupils are always our top priority. To help us continue meeting our safeguarding standards, we kindly ask that you review and update your contact details on Arbor, our school communication system. Please also ensure that the individuals listed as additional contacts are authorised to collect your child. If any changes are needed, please inform the main office.

Having the most up-to-date contact information ensures that we can quickly reach you or your nominated contacts in any situation. It's important that children are only collected by a parent/carer or someone listed in Arbor as authorised to do so.

If there are any changes to your child's usual collection arrangements (such as another adult picking them up), please let us know by calling the school before the end of the day. This allows us to inform the class teacher and ensures a smooth handover.

If you need any assistance updating your details, our school office team will be happy to help.

Thank you for your support in maintaining a safe and secure environment for all our pupils.

Best Wishes

Mr Wakeman
Headteacher