



ROCKWOOD
ACADEMY

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Headteacher: Mr R Reeve
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6th November 2025

Dear Parent/Carer

Pupil Collection During the School Day

At Rockwood Academy, the safety and wellbeing of our students is our highest priority. As part of our ongoing commitment to safeguarding, we are introducing an additional layer of security for all pupil collections during the school day.

From Monday 10th November 2025, on the rare occasions when a pupil might need to go home during the day, any parent, carer or family member will be required to present valid photo identification at reception. This measure ensures we can verify the identity of the person collecting the student and confirm that they are listed on our records as someone with parental responsibility or are authorised to collect them.

Please note: Students will not be released to anyone who cannot provide photo ID.

No student will ever be released from school without the expressed consent of their parent or a person with parental responsibility.

We thank you for your support and understanding in helping us maintain a safe and secure environment for all students.

If you have any questions about this procedure or need to update the list of authorised contacts for your child, please contact the school office.

Yours sincerely

Mr S Hetherington

Assistant Headteacher and Designated Safeguarding Lead