



14th September 2020

Dear Parent/Carer,

We are writing to inform you that we will be soon be starting our late collection procedure. We would like to acknowledge and thank the majority of parents/carers who always pick up their children on time and have been so supportive of our new collection arrangements.

In situations where pupils are collected late it has an impact on both the pupil and school. It requires members of support staff to supervise a child. This means that those staff will not be able to undertake their duties in preparation for children's learning the following day.

We are fully aware that there are frequently valid reasons or emergencies where the parents/carers have been delayed and, when the school is informed in advance of this, we will always take an understanding and supportive view.

From Monday, 21st September 2020 the following procedures will apply:

- All parents/carers should be onsite and ready to pick up their children at their allocated collection time when school ends
- Children who are not picked within 15 minutes of their allocated collection time will be supervised by school support staff in a *Late Collection Group*
- If it is the *first* occasion of late collection **and the parent/carer has notified the school in advance** then no charge will be made for the supervision of the child on this occasion
- If there are any further incidents of late collections there will be a charge of £10 per pupil per late collection
- We no longer have the facilities for pupils to stay in After School Club without prior booking therefore if we are not able to contact parents/carers by 4.00 p.m. there will be an additional charge of £10 applied.

In line with the school's safeguarding policy, if a child remains uncollected and we are unable to contact parents/carers the safeguarding processes will be started.

Please note that if you have an older sibling in the secondary that collects your child and they are not able to do so for whatever reason you must ensure that you make alternative arrangements for collection as the charge will still apply.

We thank you for your continued support in safeguarding children and supporting their learning and wellbeing.

Yours sincerely,

Lucy Caswell
Executive Head Teacher