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Dear Parents and Carers,

Late Collection of Children at the End of the School Day

Unfortunately, we are seeing an increasing number of occasions where children are being picked up late from school or clubs. Whilst aware that there are sometimes genuine reasons or emergencies where parents have been delayed the majority of instances do not fit into this category.

The impact on a child of not being picked up from school on time cannot be underestimated. The child that has been left behind will feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child.

The impact on the school of having a child left behind at the end of the day is also great as it requires two members of staff to supervise that child. This means that those staff will not be able to undertake their contractual duties in preparation for children's learning the following day; this incurs an additional staffing cost to the school.

It is because of these few parents who regularly pick up their child late that we are forced to take the following action.

- Children who are not collected on time (3.10pm EYFS and KS1, 3.15pm KS2) will be taken to the Main Office where they will be supervised by school staff until 3.25pm. After this they will be taken to Lennies, our After School Club, where dedicated childcare staff will look after them.

- **For every late collection**, **there will be a fixed charge of £15 per child**, to contribute towards the cost to the school for supervision. This will apply with or without notification to the school of the late collection. The charge of £15 per session per child, will be placed on your Arbor account and is expected to be paid immediately for the child/children. *For example, if your child is collected at 3:30pm, parents/carers will be charged £15 for their child's supervision. If you have two children the cost will be £30.*

- In line with the school's Protocol for Children not Collected from School, if a child has not been collected by 4.30pm safeguarding procedures will be started. This means that the school will log the issue on our safeguarding management system and a referral will be made to the Local and Community Support Service and/or the police.

Please ensure this message is relayed to all members of your family who may have responsibility for collecting your child/children. Thank you for your continued partnership with the school to safeguard our children and support their learning and wellbeing.

Headteacher: Mrs. Caroline Debus BA(Hons), QTS, NPQH