

Dear Parent/Carer

**Late Collection Arrangements**

From Monday (**15th October**) if you are late collecting your child then they will be available for pick up from the KS2 cloakroom doors. Late is defined as **3.40pm**. From 3.40pm all children being picked up from the KS2 doors will be registered so that we can look out for any patterns in late collection.

From **3.50pm** children will be transferred to Care Club and the full Care Club fee will be payable. I remind parents that to ensure staff/pupil ratios we have to pay additional staff when children have not been pre-booked via ParentPay, and these costs will not be covered by the school. Children will have to be collected from the Care Club doors at the front of school and a bill for **£4.00** will be issued.

Parents/Carers who pick children up between 3.40pm and 3.50pm on more than an odd occasion will be required to attend a meeting with a member of the Welfare or Senior Team.

**We care**

If you are the parent who has had a bad day, got stuck in a traffic accident, been held up at an appointment, then there is nothing to worry about. We understand and have all been in those situations. The register will show one offs and no further action will need to be taken. Care Club fees may be waived at my discretion in these circumstances.

Thanks to the absolute majority who drop off and pick up children in a timely manner, day in day out.

Yours sincerely

Mr N. M. Cooper

Headteacher

**£4.00 Care Club Fee – chargeable after 3.50pm**