

January 2017

Dear Parents/Carers

Firstly, I would like to acknowledge and thank the vast majority of parents/carers who always pick up their children on time.

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 it 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 duties.

Unfortunately, we are seeing an increasing number of occasions where children are being picked up late.

I am 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, I will always take an understanding view.

However, some parents/carers appear to be unwilling to acknowledge the impact that this has on both their child and the school and seem to think that the school is able to offer a free, out of hours childcare service. It is because of these few who regularly pick up their child late with no prior contact being made to the school that I am forced to take the following action.

From Monday 23<sup>rd</sup> January 2017 the following will apply:

- All parents/carers should be onsite and ready to pick up their children when school learning ends at 3.10pm for Reception, Year 1 and Year 2 and 3.15pm for Years 3, 4, 5 and 6.
- Children who are not picked up by 3.25pm will be taken to the Late Collection Room where they will be supervised by school support staff.
- If it is the first occasion of late collection and the parent/carer has notified the school that they are held up then no charge will be made for the supervision of the child.
- There will be a charge of £10 per hour or part thereof per child applied to contribute to the cost to the school for supervision of children if one of the following applies:
  - A first occasion of late collection with no notification made by the parent/carer by 3.30pm
  - A repeat occurrence of late collection by the parent/carer by 3.30pm.

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- The charge of £10 per hour or part thereof per child will be expected to be paid on arrival. For example, if two children are collected after 3.30pm in the above circumstances, the parent would be charged a total of £20 for their supervision.
- In line with the school's safeguarding policy, if a child remains uncollected by 4pm, safeguarding processes will be started and a referral will be made to social services and to the police. Further attempts to contact parents to advise them of this will be made by school staff.

Thank you for your continued partnership in safeguarding the children and supporting their learning and wellbeing.

Yours sincerely

*D Smith*

Darren Smith  
Head Teacher