

Late Collection Policy

All pupils should be collected on time at the end of the day in accordance with the schools pick up times. We do understand that there may be times when you are delayed due to traffic or an emergency. On these occasions, we do ask that you telephone the office to notify us.

Persistent late collection of your child will be monitored and in such circumstances, you will be asked to review your childcare arrangements. School does offer before and after school care, subject to availability. This is chargeable and allocated on set regular days. A member of staff may contact you to see if there is anything that school can support with and to remind you of the school late collection policy.

The third late collection of your child and all subsequent late collections will then incur a charge that will be payable in cash to the school office. Please see below.

Period of Time	Charge
0 - 10 Minutes	£5
0 - 20 Minutes	£10
0 - 30 Minutes	£15
30+ Minutes	£25

As you can appreciate, our staff are very busy and have meetings and various other duties to get to once they have dismissed their class at the allocated time. Please see below for a reminder of the pick up times.

Class	Pick Up Time
Nursery am	11.45am
Nursery pm	3.20pm
Nursery Full Time	3.20pm
Reception and KS1	3.10pm
KS2	3.15pm

We thank you for your continued support on this matter.

Kind Regards,

Mr P Lord