



"Inspiring a love of lifelong learning"

Headteacher: Mrs N Kelly

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Thursday 10th September 2026

Dear Parents and Carers,

During the last academic year we monitored the late collection of children from morning nursery and all children at the end of the school day.

AM Nursery children – Collection at 11:30

30 Hour Nursery Children – Collection at 15:00

All other pupils – Collection at 15:10

The numbers of children being regularly collected after the gates have closed (3:15-3:20) is increasing and staff are not contractually available to care for children beyond this point. We ask for your support to rectify this by ensuring that the adult collecting your child arrives as stipulated above.

Any late collections will take place at the main entrance pedestrian gate where our Designated Attendance Lead will meet you. Parents will not be allowed to enter the school site for late collections as this compromises the safe collection of children on transport.

In line with our Charging and Remissions Policy which has been approved by governors the following will now apply in line with Section 457 of the Education Act 1996:

From the 3rd September 2026, where a child is collected late more than three times over half a term (the threshold), we may charge the following. At the start of each half term the threshold will be reset.

- A 10-minute grace period is allowed at the end of the **school day** (15:10) so no charge applies until 15:20
 - The charge for collection of each child between 15:20 and 15:30 will be £10
 - For collections between 15:30 and 15:35 there will be an additional charge of £5 per child



- An additional £5 will be charged for collection between 15:35 and 15:40 and for every equivalent period until collection
- A 5-minute grace period is allowed at the end of **after school clubs** (16:15) so no charge applies until 16:20
 - A charge of £5 may be charged for the collection of each child collected between 16:20 and 16:25
 - An additional £5 will be charged for collection between 16:25 and 16:30 and for every equivalent period until collection
- A 5-minute grace period is allowed at the end of **morning nursery** (11:30) for children attending for 15 hours so no charge applies until 11:35
 - A charge of £5 may be charged for collection of each child collected between 11:35 and 11:40
 - An additional £5 will be charged for collection between 11:40 and 11:45 and for every equivalent period until collection

Continued late pick-ups may be considered a safeguarding issue and a referral to Social Services may be made at the Designated Safeguarding Lead's discretion.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Kelly', with a stylized flourish at the end.

Mrs N Kelly
Headteacher