



9th May 2025

Dear Parents/Guardians,

I hope this letter finds you well. We are writing to inform you of an update regarding charges for late collections.

As part of our ongoing efforts to ensure the safety and well-being of all students, we have observed an increasing number of late collections. While we understand that occasional delays are sometimes unavoidable, consistent late collections can disrupt school operations, affect staffing levels across school and also impact on pupil wellbeing.

Effective as of **12th May 2025** we will be re-instating a charge for late collections. This decision has been made in consultation with our school Governing Body.

The details of the charges are as follows:

**Preschool:** The morning session finishes at 11.45am. If a child is still in school after 11:50am, a charge of £2 will apply. If the child is still in school after 11:55am this charge will increase to £5.

**Nursery:** The morning session finishes at 11.45am. If a child is still in school after 11:50am, a charge of £2 will apply. If the child is still in school after 11:55am this charge will increase to £5.

**Reception and Key Stage One:** School finishes at 3:20pm. If a child is still in school after 3:25pm, a charge of £2 will apply. If the child is still in school after 3:30pm, this charge will increase to £5.

Please note, this is NOT an after-school club offer; we kindly request that you endeavour to collect your child at the usual collection time. In the case of persistent late collections, further action may be taken.

We appreciate your understanding and cooperation in this matter. If you have any questions or concerns regarding these updated charges, then please do not hesitate to contact school.

Thank you for your continued support.

Yours sincerely,

Heather Child Ashraf Mulla

Acting Head teacher Chair of Governors