

4<sup>th</sup> October 2024

Dear Parents/Carers,

Due to an increasing number of children who are being collected late at the end of the day, we wanted to inform you of a new procedure we have had to put in place for children who are more than 10 minutes late to be collected.

The school day for EYFS, Year 1, and 2 ends at **3.15**. Teachers will wait with children on the playground until 3.25 when the infant gate will be locked. Year 3, 4, 5 and 6 finish at **3.20** and they will remain on their playground until 3.30 when the junior gates will be locked. Therefore, if you are less than 10 minutes late, your child will still be on the playground with their teacher.

If you are more than 10 minutes late to collect your child at the end of the day or from an after-school club, children will automatically be sent to our after-school provision, Jagger's. From term 2, you will be charged for this service. The current cost is **£5.00**. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the later collection. In order to collect your child, you will have to phone the number for Jagers which is displayed outside the main reception entrance and children will need to be signed out.

We do understand that occasional lateness cannot be avoided and, in these cases, it is important you call the school office so we know that you are running late. Exceptions can be made when there is a genuine unforeseen emergency, but this will be at the discretion of the head of school, Mrs Youseman.

We wanted to take this opportunity to remind you that we have a range of both free and paid for after school clubs which you can sign your child up for.

We thank you in advance for your co-operation and understanding in this matter,

From the Senior Leadership Team