

St Mary's Church of England Primary School



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Headteacher: Mrs. S Khan BSC (Hons) Biotechnology, NPQH

Late Collection Charges

There has been an increasing number of parents who are collecting their child(ren) late which is becoming a regular occurrence and impacting on your child's emotional wellbeing, staff time and office disruption. Please note, it is the responsibility of parents to collect their child on time at the end of each school day. If you are running late, you must contact the school office informing us in advance, so the school can arrange for an adult to take care of them. The school recognises that there is the occasional time when parents are late but please note the school day ends at 3.30pm Mon-Thurs and 1:30pm on Friday.

If you are running late on a regular basis, please consider enrolling your child in a club or with Lascelles Park Nursery.

If a child is collected 15 mins late on 3 occasions, we will charge a carers fee of £5.00 to cover wages for this service. This will start from Monday 17th April 2023. The charges will automatically appear on your child's ParentPay account.

If your child is not collected by 4:30pm, the school will give consideration as to whether this meets the threshold for contacting social care, and it will be recorded on our Safeguarding system.

Please be understanding on this matter.

Kind regards,

School Business Manager

