

St Mary's Church of England Primary School



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

Monday 23rd February 2026

Late Collection of Children

Prompt collection of children at the end of the school day supports children's emotional wellbeing. The end of the school day is:

- Monday-Thursday: 3.30pm
- Friday: 1.30pm

It is the responsibility of parents/carers to organise collection of their child on time at the end of the school day. The school recognises that there are occasions when parents/carers may be late. If running late, you must inform the school office in advance.

Late Fees

- We will charge a late fee of **£5.00** if a child is collected **10 minutes late on 3 separate occasions per half term**.
- The charge will automatically appear on your child's ParentPay account.
- This will begin from **Monday 23rd February 2026**.

Safeguarding

- If a child is not collected by 4.30pm, consideration will be given as to whether this meets the threshold for contacting social care.
- All communication with social care will be recorded on our online safeguarding system.

After School Care

- After school care is provided by Lascelles Park Nursery.
- Staff-led after school clubs end at 4.15pm.
- Allocation for a place on staff-led after school clubs is on a first -come-first served basis.
- Information about the clubs offered by the school can be found on the school website.

Thank you for working with the school to keep all children safe.

Yours faithfully,

School Business Manager

