



Curwen Primary School
Together Everyone Achieves More

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Dear Parents and Carers,

Late pick up procedures

As a school we recognise that the vast majority of parents and carers work with us as an effective team, ensuring that children are arriving to school and being picked up from school on time. We understand that on occasion there may be circumstances that arise which would mean people are unable to pick their children up on time. We request that if this is the case, that the school is informed promptly by telephone as to the reasons why.

We realise that with many children attending after school clubs, there might be a slight delay collecting them at 4:30pm, however we endeavour to ensure that all clubs are released between 4:20 and 4:30pm. We therefore ask that parents are here by 4:30pm ready to collect. As a school we are very proud that we offer so many clubs and opportunities for our children to take part in, and that we do not charge parents.

Unfortunately on occasion we have pupils who are not collected on time, and the school are not informed as to the reasons why. We have also had an increased number of pupils who are collected late on a regular basis. This has caused a number of problems for the school and the children involved. We are concerned about the negative impact this has on the child's well-being, and the impact on the school which has to care for children beyond the end of the school day.

Therefore, the Governing Body has agreed that the school can change its charging structure regarding the late pick up of children. These charges will now be as follows:

Persistent late pick up:

- The school will keep a record of the time pupils are collected late from school, either at 3:15pm or 4:30pm.
- Parents and guardians need to inform the school **immediately** by telephoning the office if they are running late.
- If a child is collected late more than 3 times in a half term, parents/guardians will be asked to meet with a member of SMT and receive an initial warning.
- If late pick up continues after this meeting, the child/ren will be placed into our after school care and the parent/guardian will be **charged the emergency charge of £15 per child per session.**

The cut-off point:

- There will be a cut off time 15 minutes after the end of the school day (3.30pm) and 15 minutes after school clubs finish (4.45pm). If children are picked up after this time, and the school has not been telephoned with an appropriate reason, the child will be placed into our after school club.
- If the school is not contacted or the reason given is not sufficient (as agreed by a member of SMT), we will place the child in the after school provision and **an emergency charge will be applied at the emergency rate of £15 per child per session.**
- If late pick up is on a regular basis (3 times in a half term), and an initial warning has been given by a member of SMT, then the child/children will be placed into our after school care and the parent/guardian **will be charged at the emergency rate of £15 per child per session.**
- As per After School Club policy, if children are then not picked up until after 6pm, additional charges will be incurred of £25 per 15 minutes.

We trust that you will understand the reasons for putting this in place, and will work with us to ensure that your child is collected on time. We want to assure you that these charges will only be applied in extreme circumstances, or if the procedures have not been followed.

Yours sincerely,
Kate Mansfield
Head of School

