



Dear Parent/Carer,

Late Collection Procedures

We are writing to remind you of our late collection procedures. We would like to acknowledge and thank the majority of our parents/carers who always pick up their children on time.

In situations where pupils are collected late it has an impact on both the pupil and school. It requires two members of support staff to supervise a child. This means that those staff will not be able to undertake their duties in preparation for children's learning the following day.

We are fully aware that there are valid reasons or emergencies where the parents/carers have been delayed and, when the school is informed in advance of this, we will always take an understanding and supportive view.

At Heathland School the following late collection procedures apply to all families:

- All parents/carers should be onsite and ready to pick up their children at their collection time
- Children who are not picked up within 15 minutes of their collection time (**by 3.15 pm**) will be taken to the late collection room on site where they will be supervised by school support staff.
- If it is the *first* occasion of late collection and the parent/carer has notified the school in advance then no charge will be made for the supervision of the child on this occasion
- If there are any further incidents of late collections there will be a charge of £10
- If we are not able to contact parents/carers by 3.45 p.m. the pupil/s will be taken to the after-school club and the usual rate of £7.50 for this provision will be charged **in addition to the late collection fee of £10** (A total of £17.50 per child)

In line with the school's safeguarding policy, if there are 3 or more instances of late collection, or if a child remains uncollected by 6pm safeguarding processes will be started.

We thank you for your continued support in safeguarding children and supporting their learning and wellbeing.

Yours sincerely,

Miss F R Hopkins
Head Teacher