Heathland School
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Headteacher: Mr P K Vekaria

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Late Procedures

Dear Parent/Carer,

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

Arrival at School

Children should now be in their classroom ready to learn at 8.45 am.

If your child is late (after 8.45am) to school an email will be sent to parents. The Attendance Team monitor punctuality regularly. This may involve speaking to parents directly or via a phone call. Letters regarding the school's concern over lateness may also be sent explaining how much learning pupils are missing. If it does not improve, parents are invited into school to discuss the concerns with the DSL. **After 10 unauthorised late arrivals a fine will be issued.**

Collection from School

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 frequently 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 3.15 pm
- Children who are not picked up within 10 minutes of their collection time (**by 3.25 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. This will be referred to the schools Designated Safeguarding Lead and In line with the school's safeguarding policy, safeguarding processes will be started.

Heathland Whitefriars Federation, a charitable company limited by guarantee registered in England and Wales, company number 09066965.
Registered office address: Heathland School, Eastcote Lane, Harrow HA2 9AG

Heathland Whitefriars Federation

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

Yours sincerely,

Miss F R Hopkins
Headeacher