



Friday 5th September 2025

Dear Parent/Carer,

Re: Late Collection of Children

We are writing to remind all parents and carers of the importance of collecting children promptly at the end of the school day, which finishes at **3.30pm**.

Late collection is not only disruptive to our staff and the running of our setting, but it also has a direct impact on the well-being of the children. Being collected late can cause children unnecessary stress and anxiety, especially when they see others going home on time. Additionally, it affects our staff who have additional duties and responsibilities to attend to after the children have gone home.

To support our team and to encourage punctuality, we are implementing a clear and fair late collection policy:

- A **£5 fine** will be applied for any child collected after **3.45pm**.
- An additional charge of **£1 per minute** will be incurred for any child collected after **4.00pm**.

These charges are not designed to be punitive but to cover the costs incurred due to staff needing to stay beyond their contracted hours. These will take effect as of Monday 8th September 2025.

We understand that occasional delays can happen due to unforeseen circumstances. If you are going to be late, please call us as soon as possible so we can reassure your child and make appropriate arrangements. Persistent lateness, however, will be monitored and may require further discussion.

Thank you for your cooperation and understanding in this matter. We appreciate your continued support in ensuring our setting runs smoothly and remains a safe, happy environment for all.

Yours Sincerely,

Miss K. Coll

Headteacher



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