



Together, we learn and grow



Monday 06th March 2023

Dear Parents and Carers,

Unfortunately, due to several children being collected late afterschool we felt we needed to clarify our procedures. Therefore, we would like to share with you our terms for when children are collected late from school.

As a school we understand that sometimes unavoidable situations can occur which may cause you to be late in collecting your child, in these circumstances we ask that you contact the school immediately to inform us of how late you will be and the reason why.

Moving forward:

- If you are late to collect your child by 10 minutes or more, you will be given a verbal reminder which will be recorded.
- If this happens for the second time you will receive a written reminder
- Following this, if you are late again your child will be placed in the afterschool club and you will be charged accordingly. This will incur a fee of £3 for the first 10 minutes you are late, a £5 fee for 20 minutes and £8 for 30 minutes.

If you are persistently late, we have duty of care and may need to raise this as a concern with the Multi Agency Safeguarding Team.

Due to clubs and meetings afterschool, we do not have enough members of staff to wait with children who are being picked up late, this can also have an impact on staffs working days and hours.

Our school day ends at 3:15pm, if you feel that you can't arrive at this time to collect your child, we do offer several clubs that end at 4:15pm and we also offer our new Dragonflies wrap around care that ends at 5:30pm.

Thank you for your continued support.

Yours Sincerely

Head Teacher: Mrs Ryan
Billingwell Place, Springfield, Milton Keynes, MK6 3NP
Telephone: 01908 665418

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