



Thursday 24<sup>th</sup> October 2024

## Important Reminder About School Pickup Times

Dear Families,

We have noticed that more children are being picked up late from school, so we'd like to remind you that the school day finishes at 3:30 pm. It's important for the safety and well-being of all children that you arrive on time to collect your child.

After 3:30 pm, no support staff are available, and teaching staff must prioritise ensuring that children safely board their buses. As a result, they are unable to wait for families who are running late. Currently, children not picked up by 3:35 pm are brought to Reception. However, due to staff availability, this arrangement cannot continue.

From **Tuesday 5<sup>th</sup> November**, the school gates will resume opening at 3.20pm allowing families to arrive in good time to collect their children. Any children still waiting at 3:35 pm will be placed in the After School Club, and TLE will charge families for this service.

TLE pricing structure is as follows:

- **Collection after 3:40pm - 50% of the 1-hour slot (£2.50)**
- **Collection after 3:45- 1 hour session (£5.00)**

We understand that unexpected delays can occur. If you are running late, please contact the school office, and we will do our best to assist. In addition, we offer excellent after-school care through TLE, which can be booked up until the end of the school day. If you anticipate any difficulty collecting your child on time, we encourage you to make use of this service.

If you have any questions, please don't hesitate to contact the school office.

Thank you for your cooperation and understanding.

Kind regards,

Laura Constanza  
Headteacher

Headteacher: Laura Constanza  
Deputy Headteacher: Hannah Lintern

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We are committed to safeguarding and promoting the welfare of children and young people, and all staff share this commitment. If you have a concern about the welfare or safety of child, please speak directly to Mrs. Constanza (DSL) or Miss Lintern (DDSL).