



UPLANDS MANOR PRIMARY SCHOOL

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Tuesday 20th February 2024

Dear Parents and Carers

RE: Late collection from school at the end of the day

It is important that children are collected on time at the end of the day (or after an extracurricular club in which they have been offered a place). Unfortunately, every day there are children who are not collected on time, and this happens regularly for some children.

Timings for the end of the day

The Lodge	2.50pm - 3.00pm
Nursery	12.20pm and 3.20pm
Reception	3.05pm – 3.10pm
Years 1 and 2	3.05pm - 3.10pm
Siblings	3.10pm – 3.15pm
Years 3 and 4	3.15pm – 3.20pm
Years 5 and 6	3.20pm – 3.25pm
All extracurricular clubs	4.15pm

What happens if you are late collecting your child

- If you are **going to be late collecting your child for any reason, please phone school to inform us** of this so that we can reassure your child.
- If we have not had a message about late collection, the school office will phone to ask where you are.
- **If children have not been collected from school by 3.30pm (or by 4.30pm following an extracurricular club) a phone call will be made to parents / carers to inform them that their child is being put into afterschool care at 4Community Trust.**
- ***Please note: there is a charge for afterschool care for all children not collected after 3.30pm (or by 4.30pm following an extracurricular club). This is £6 for the first half hour (ie until 4pm if not collected by 3.30pm, or until 5pm if not collected following an extracurricular club). The charge increases to the full £12 for an afterschool session after half an hour.***
- **All late collections are logged on our school system as part of our safeguarding procedures.** Exceptional circumstances can mean that a child is late being collected as a one-off, however **frequent occurrences are unacceptable and may lead to a referral to Sandwell's social services** team for support.

If 4Community Trust issue an invoice for childcare following late collection (in line with our school's policy), it is important that parents / carers are not abusive towards their staff and make prompt payment.

- *School staff will support 4Community Trust with any abusive parents / carers and also help them in chasing up and unpaid charges.*

This has been sent out as a paper letter, in addition to our school's 'Drop-off and Collection' policy that was sent out to all parents at the start of term, to ensure that everyone is clear on our school's procedures and charges for late collection from school.

Please support us, and your children, by ensuring that you are on time for collection every day.

Yours faithfully

Mr A Dickinson
Head Teacher