



Imperial Avenue Infant School
Imperial Avenue
Leicester LE3 1AH

Dear Parents/Carers

LATE COLLECTION OF CHILDREN AT THE END OF THE SCHOOL DAY

Firstly, I would like to acknowledge and thank the vast majority of parents/carers who always pick up their children on time.

The impact on a child of not being picked up from school on time cannot be underestimated. The child that has been left behind will feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly, this is not a good thing to happen to any child.

The impact on the school of having a child left behind at the end of the day is also great, as it requires a member of staff to supervise that child. This means that those staff will not be able to undertake their duties in preparation for children's learning the following day and this incurs an additional staffing cost to the school.

Unfortunately, we are seeing an increasing number of occasions where children are being picked up late.

I am fully aware that there are valid reasons or emergencies where the parents/carers have been delayed and, when the school is informed in advance of this, I will always take an understanding view.

However, some parents/carers appear to be unwilling to acknowledge the impact that this has on both their child/ren and the school and seem to think that the school is able to offer a free, out of hours, childcare service. It is because of these few who regularly pick up their child/ren late with no prior contact being made to the school that I am forced to take the following action:

- All parents/carers should be onsite and ready to pick up their child/ren when school learning ends for their child
- Parents/carers will be given a 5-minute grace period on late collection of their child/ren. Any child/ren still not collected 5 minutes after the session has ended will be levied a late collection charge
- Children who are not picked up on time will be supervised by suitably qualified school staff

Cont'd...



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- If it is the first occasion of late collection and the parent/carer has notified the school that they are genuinely held up then no charge will be made for the supervision of the child/ren. If it is felt that the reason is not exceptional circumstances then a late stay fee will still be chargeable
- A charge of £10 for the first half hour followed by £10 per half hour, per family. After the grace period of 5 minutes charges will be made as follows:

Charges are as follows:

- 3.20pm to 3.50pm pick up = £10 charge
- £10 for every half hour after 03.50pm

Please note that the first 30 minutes also include the 5-minute grace period

In line with the schools safeguarding policy, if a child remains uncollected by 4.00pm safeguarding processes will be started. Further attempts to contact parents to advise them of this will be made by school staff.

Thank you for your continued partnership in safeguarding children and supporting their learning and wellbeing.

Yours sincerely

Mr Leigh Fox
Head teacher



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