

London Borough of Brent

ROE GREEN INFANT SCHOOL

Princes Avenue, Kingsbury, London NW9 9JL

Headteacher - Mrs. Nicole Lobo

Tel: 020 8204 3531
Email: admin@rgreeninf.brent.sch.uk



Fax: 020 8905 0256
Website: www.rgreeninf.brent.sch.uk

"Proud to Belong"

XXXX DATE XXXX

Dear Mr & Mrs XXXXX

Late collection of pupils at the end of the school day

The impact on a child of not being picked up from school on time cannot be underestimated. A child that has been left behind will feel an increasing level of anxiety and distress the longer they are unsure of where their parents/carers are.

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. The member of staff will not be able to undertake their afterschool duties and/or their own childcare responsibilities, and this also incurs an additional staffing cost to the school.

Please note, the school day finishes at 3.00pm for children and parents/carers must collect their children promptly.

I am fully aware that there are valid reasons or emergencies where parents/carers have been delayed and, when the school is informed in advance of this, I will always take an understanding view. However, it is important parents/carers be mindful of the impact that this has on both their child and the school and not view the school as a free, out of hours childcare service.

Since the start of the academic year, you have been late collecting your child on **three** occasions:

Date	Time Collected

If parents are late on three occasions, a meeting will be arranged to meet with me to discuss this matter. Please see the School Office to make an appointment.

From the fourth late collection onwards, there will be a charge of £1.00 a minute per child applied to cover the cost of the school's additional supervision. The total cost for their child/ren's additional school supervision will be expected to be paid on arrival or by the end of the following school day.

In line with the school's safeguarding policy, if a child remains uncollected by 4pm safeguarding processes will be started and a referral will be made to social services and to the police. Further attempts to contact parents to advise them of this will be made by school staff.

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

Yours sincerely,

Mrs N Lobo
Head Teacher

***Proud to be.... Respectful, Resilient, Trustworthy, Safe & Healthy, Positive, Creative
An achiever, Independent, Honest and Friendly.***