

Executive Headteacher: Mrs Nina Kemp

Head of School: Mr Robert Wade

Wednesday 29th January 2025

Late Collection from School

Dear Parent/Carer,

Following on from the Collection & Walking Home (including late collection) policy being shared, I would like to highlight the school's arrangements for late collections.

For any children who are not collected from their classroom, Whitmore Primary School will:

- Check for any information about changes to the normal collection routines.
- Attempt to contact the parents/carers at home/work/mobile phone.
- Attempt to telephone emergency contacts
- Keep a record of incidents where parents/carers are late
- Send a letter home to the parent/carer notifying them of the possible arrangements that may be put into place for their child if they continue to collect their child late and invite parents in for a discussion about their circumstances if applicable.

In parallel to this, any children who are not collected by **15:35** will be put in the care of *Little Nipperz* in order for them to provide emergency childcare. This emergency care will incur a cost of £13 per child which will be payable to *Little Nipperz*.

Where the school has concerns about a child's safety and welfare associated with persistent or extreme late collections, this will be dealt with in accordance with Whitmore Primary School's Child protection Policy and local practice guidance.

Thank you for your continued support and cooperation.

Yours sincerely,

R Wade

Mr R Wade
Head of School

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