



Headteacher : H.Portrey

24<sup>th</sup> January 2018

Dear Parent/Carer

**IMPORTANT INFORMATION REGARDING 'END OF SCHOOL DAY' AND 'AFTER-SCHOOL CLUBS' – PLEASE READ**

Please find below some important information about the procedure for the end of the school day and for pupils who attend After-School Clubs run by Delapre Primary School staff.

**UNCOLLECTED CHILDREN AT THE END OF THE SCHOOL DAY**

Delapre Primary School work closely with the children, parents and the community to ensure that all the children have the very best start in life and are kept safe.

In the event that a child is not collected by an Authorised Adult\* at the end of the day, agreed procedures will be put into practice.

(Authorised Adult\* means a parent, carer or a friend/relative appointed by the parent/carers to collect the child and must be over the age of 16 years).

**! PLEASE SEE OVERLEAF FOR IMPORTANT INFORMATION !**

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**INFORMATION REGARDING COLLECTION OF CHILDREN AT THE END OF THE SCHOOL DAY**

**PLEASE RETURN TO YOUR CLASS TEACHER by Friday 2<sup>nd</sup> February 2018**

I have received a copy of the Important Information regarding collection of children at the end of the school day (letter dated 24<sup>th</sup> January 2018), and agree and I accept the content.

Name of Child ..... Class .....

Parent/Carer's Name (Print) .....

Parent/Carer's Signature .....



**If a child has not been collected within 15 minutes of normal school finishing time** (according to Key Stage), the procedure will be as follows:

1. The Class Teacher will check with the School Office to see if any messages have been received. If not, the child will be taken to the School Office and a member of office staff advised that the child has not been collected. Parents/carers will then be contacted on the given contact numbers.
2. **If the child has not been collected by 4pm – for 3pm finishers, 4.15pm – for 3.15pm finishers, or 4.45pm if at a club**, and no contact has been established with the parents/carers or other emergency contacts, a member of the Senior Leadership Team will contact the Police and Social Services, who will make emergency arrangements for the child. A full written report will be made of the incident.

## **AFTER SCHOOL CLUBS**

We expect parents to collect children **on time** from after-school clubs. Due to the fact that some children are picked up late on a regular basis, we have found it necessary to put the following procedure in place.

**If your child attends a club, please pick them up on time.** Clubs are **generally** run on a voluntary, free of charge basis, thanks to the goodwill of our staff. Each time a child is **not** collected on time, this will be formally logged. **If any child is collected late**, for whatever reason, **on three occasions during the school year, they will no longer be allowed to attend the club** (or any other After-School activity run by Delapre staff).

A letter will be issued after two late collections, so that you are aware of the consequences if you collect late again.

**Please complete the tear-off slip on the front of this letter and return to your child's class teacher by Friday 2<sup>nd</sup> February latest. Thank you for your support in this matter.**

Yours faithfully



**H Portrey  
Headteacher**