ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

Horse Shoes Lane, Sheldon, Birmingham, B26 3HU

Head Teacher: Mr M McLoughlin

T: 0121 743 3289

E: enquiry@sttommor.bham.sch.uk

www.sttommor.bham.sch.uk

Christ is the centre of our school community where we live, love and learn together.

Thursday 24th October 2024

Dear Families,

Late Collection Fee

The School Standards Committee have approved the Late Collection Policy. The policy allows the school to apply a **Late Charge** if a child is collected late from school, clubs or After School Club.

There have been many incidents where children have not been collected on time at the end of the school day, or after their club. This means staff are having to stay after their contracted hours until children are collected. All children must be collected by the end of the school day (3:15pm), their extra-curricular club (end times will be communicated to parents) or by 5:45pm for the After School Club.

We can appreciate that on very rare occasions parents/carers might be unavoidably delayed, however, any child collected late will now be charged at a rate of **£3.00 per child, for every 15 minutes** after the session has ended. You will receive a text message informing you of your charge amount, which will be added to your ParentPay account.

An example of late fees is set out below:

Number of minutes late	Time collected	Late fee incurred (per child)
0-15	3:30pm-3:45pm	£3
15-30	3:45pm-4:00pm	£6
30-45	4:00pm-4:15pm	£9
45-60	4:15pm-4:30pm	£12
60-75	4:30pm-4:45pm	£15

If we are unable to make contact with you and/or have a safeguarding concern about your child not being collected or regularly being collected late, we will contact the local authority MASH team to discuss our concerns. If there are other factors impacting your ability to collect your child(ren) on time and you need support, please contact school and ask for a DSL.

It is important that parents make themselves familiar with this policy. Please take the time to read through it. This letter, along with the policy, has been sent to all parents via text message as a link to a PDF document and is also available on the school website. Hard copies of these policies or this letter can be obtained from the school office.

Many thanks to our families who try hard to ensure they collect their child(ren) on time each day.

Yours faithfully,

Mr McLoughlin
Principal