



# Burnt Tree Primary School

Hill Rd, Tividale, Oldbury, B69 2LN

Tel 0121 557 2967

**'Where everyone matters'**

Head Teacher Mrs. J. Bayliss



Wednesday 2<sup>nd</sup> April 2025

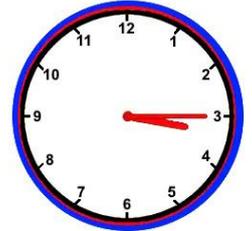
Dear Parents/Carers,

## Late Collection of Children

This letter serves as a reminder of our school's dismissal time and to inform you of our updated late collection policy.

### End of the School Day:

The school day finishes at 3.15pm, unless your child is in an after-school club where the finish time is 4.15pm. We kindly request that that all parents/guardians arrive promptly to collect their children at these times.



### Late Collection Policy:

We understand that unforeseen circumstances can sometimes cause delays, however, consistent late collections disrupt our staff's schedules and can cause anxiety for children. To ensure the smooth running of our school and the well-being of our pupils, we have implemented a new late-collection policy, effective 28<sup>th</sup> April 2025.

The full details of this policy can be viewed on the school website but in brief if your child is not collected at the correct time, the following will apply:

### The late collection policy will operate to the following timetable from the end of the school day:



- School finishes at 3.15pm (After-School clubs finish at 4.15pm)
- Teachers and children will remain in their classrooms until 3.25pm
- At 3.25pm children will be taken to the office for collection
- At 3.30pm teacher training sessions and meetings begin
- From 3.30pm the late collection policy applies

### Procedure for when a child is not collected by 3.30pm:

- On the first occasion, a record will be kept and the parent/carer will receive a letter.
- On any subsequent occasion the parent/carer will be charged £5 per child for each lapsed 15 minutes period. For example, if a child is collected at 3.50pm, this is 35 minutes late and will cost £10.00 (two elapsed 15-minute periods).
- The office clock will be used to determine the times.

These charges are to cover the cost of staff supervision and care provided to your child after the designated dismissal time.

We hope that you understand the need for this facility as at present staff are missing vital training or working extra hours to take care of children who have not been collected on time.

If you have any questions or concerns regarding this policy, please do not hesitate to contact the school office.

Thank you for your understanding and support.

Yours faithfully,

Mrs. J Bayliss  
Head Teacher

