

NW/LR

November 2025

Dear Primary Parents and Carers,

I am taking this opportunity to contact you to thank the vast majority of parents or carers who collect their children promptly at the end of their child's school day. This allows staff to take the necessary time to do their planning, run clubs, attend meetings and or training. We would like to thank parents and carers for being responsible and supporting both their child and school.

We do have some parents and carers where there is a pattern of late collection that is frequently 15 minutes or more and can be as much as an hour. Whilst we accept that there can be extenuating circumstances that mean a collection is delayed, we are seeing on several occasions where the same parents or carers are arriving late to collect their children.

We would never leave a child unsupervised if not collected but equally we are not an out of hours child minding service.

To this end we are now exploring penalty charging parents or carers who are regularly late to collect their child, with a staggered tariff starting 15 minutes after the collection time for their child's end of school day. This decision has not been taken lightly. My staff are being drawn away from key tasks that are part of their day, where children are not collected at the correct time, to supervise children. We have a duty of care, as do the parents and carers to collect their child, so staff are drawn away and have to stay later to complete their core work.

We will write to parents to make them aware of any steps we will take due to late collections and share the policy on the website for parents and carers to see: [Late-Collection-of-Pupils-Policy-Oct-2025.pdf](#)

I hope you understand that this is only for a small number of parents or carers, and this course of action is only being considered as a last resort.

If parents or carers have any questions, please do ask.

Yours faithfully



Neil Wilkinson
Executive Headteacher