

Wednesday 22<sup>nd</sup> May 2024

### Collection of children at the end of the day

Dear Parents/Carers

Can we remind you all that your children must be picked up promptly on time every day. If for any reason you are not able to pick up your child on time, please contact the office and let them know before 2:30pm. Any calls or messages left after this time will not be guaranteed as the teachers may not be informed. **Should you arrive late for your child they will be taken to afterschool club, where you will incur a charge of £9. All persistently late children are monitored in line with our safeguarding procedures.**

All children except nursery and reception should be picked up from the front of the school.

Please see below for times of when your child needs to be collected:

- Years 1 and 2 should be collected at **3:10pm**
- Years 3, 4, 5 and 6 should be collected at **3:15pm**

We ask all adults to remain behind the barriers and inform your child's class teacher who you are collecting. **Please note that if you have not informed the office or teacher that another adult is collecting your child, they will not be handed over to the adult collecting.**

Any child attending sports or booster clubs also need to be collected on time, otherwise their place will be withdrawn with immediate effect.

If you wish to speak to the class teacher at pick up, we kindly request that you wait until all children have been dismissed before doing so.

I appreciate your support in safeguarding all children at Brentfield

Kind regards

Mrs. Nicola Harmer  
Head Teacher  
Brentfield Primary School