



**all different
all equal**

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24th March 2016

Dear Parents,

We have had several instances of children being collected late after school finishes at 3.20 p.m. or after clubs have finished. This isn't fair on the child that has been left behind or on staff who are expected to remain in school with them. I have decided to make a charge of £2.50 per 15 minutes that a child is still in school after they should have been picked up. The charging will start from 3.30 p.m.

Please come and see me if you have difficulty in collecting your child on time and we can discuss this further.

I wish you all a pleasant Easter break. We finish school tonight at 3.20 p.m. and open again on Tuesday at 8.50 a.m.

Yours sincerely,

J. Nish
Headteacher