



Keyworth Primary School

Web: <http://www.keyworth.southwark.sch.uk>

Address: Faunce Street, London SE17 3TR

Tel: 020 7735 1701 Fax: 020 7587 3631

Email: office@keyworth.southwark.sch.uk

Twitter: @keyworthprimary

Executive Headteacher: Sarah Beard **Head of School:** Elizabeth Mariott

Thursday, 17 November 2016

Dear Parents and Carers,

I am writing to inform you of our new late collection policy that will be put into place this coming Monday 19th September.

New Late Collection Policy

- We will now be implementing a late collection penalty for all children regularly collected late.
- This means that if a child is collected any later than 3.45pm, your child's name will be recorded.
- If your child's name is recorded 3 times in one term then a £10 fine will incur.
- The system renews termly.
- As stated above, this policy will begin on Monday 19th September.
- Exceptional circumstances will be taken into consideration.

If you have any questions please do not hesitate to contact us.

Yours sincerely,

Sarah Beard
Head teacher