

Keyworth Primary School

Part of the Bessemer and Keyworth Federation

www.keyworth.southwark.sch.uk

Address: Faunce Street, London, SE17 3TR

Tel: 020 7735 1701

E-Mail: office@keyworth.southwark.sch.uk

Executive Headteacher: Sarah Beard

Head of School: Ray Capper

Wednesday 5th February 2020

Dear Parents / Carers,

From **Monday 24th February**, the following *Late Collection Policy* will apply at Keyworth. Please ensure that you read the document carefully so that you are fully aware of the procedure.

Kind regards,

Ray Capper

Head of School

Keyworth Primary School – Late Collection Policy

The normal school day at Keyworth is between 8:55am and 3:30pm.

After school enrichment clubs usually run from 3:30pm to 4:30pm.

The *After School Club* runs from 3:30pm to 5:55pm.

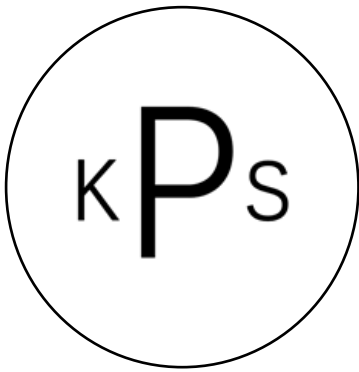
All children must be collected on time. While we appreciate that there are occasions where a child may be collected late due to unforeseen circumstances, we need to ensure that staff are not regularly being expected to supervise children outside of their contracted hours.

End of the school day

- School finishes at 3:30pm.
- Staff responsible for a class will remain in the playground or classroom until 3:40pm.
- At 3:40pm, children will be taken to the school office for collection.
- If a child is not collected by 3:45pm, Parents / Carers will incur a £2.00 charge per child which will be added to their *Magicbooking* account.
- If a child is not collected by 3:55pm, they will be taken to *After School Club* which will result in a Parent / Carer incurring a £10.00 charge per child for the cost of attending. This will be added to their *Magicbooking* account.

Enrichment clubs

- Most clubs finish at 4:30pm.
- If a child is not collected by 4:45pm, they will be taken to *After School Club* which will result in a Parent / Carer incurring a £10.00 charge per child for the cost of attending. This will be added to their *Magicbooking* account.



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- If a Parent / Carer is late on 3 occasions, their child / children will no longer be able to attend the club.

After School Club

- *After School Club* finishes at 5:55pm.
- If a child is not collected by 6:00pm, Parents / Carers will incur a charge of £2.00 per child. If a child is not collected by 6:10pm, a Parent / Carer will incur a charge of £5.00 per child. This will be added to their *Magicbooking* account.
- If a Parent / Carer is late on 3 occasions, their child / children will no longer be able to attend *After School Club*.

Morning Nursery

- Morning Nursery finishes at 11:45am.
- Nursery practitioners will remain in the classroom until 11:55am.
- At 11:55am, children will be taken to the school office for collection.
- If a child is not collected by 12:00am, Parents / Carers will incur a £2.00 charge per child which will be added to their *Magicbooking* account.
- If a child is not collected by 12:10pm, they will be taken to the lunch hall to have lunch. Parents / Carers will incur a £5.00 charge per child which will be added to their *Magicbooking* account.

Little Stars

- Little Stars finishes at 11:55pm.
- At 12:05pm, children will be taken to the school office for collection.
- If a child is not collected by 12:10pm, Parents / Carers will incur a £2.00 charge per child which will be added to their *Magicbooking* account.
- If a child is not collected by 12:20pm, Parents / Carers will incur a £5.00 charge per child which will be added to their *Magicbooking* account.

Additional details

- Parents / Carers are expected to call the school if they going to be late for collection. The details recorded above will still be enforced whether a Parent / Carer has informed the school or otherwise.
- When Parents / Carers are persistently late for collection, they will be asked to attend a meeting with a member of Keyworth's Senior Leadership Team.