



Grange Primary School

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Headteacher: Miss Rebecca Benjamins
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22 September 2025

Dear Parent/Carer

Late Collection

As shared with families in recent newsletters, we will now be charging for the late collection of children at the end of the school day or an activity after school. Please see the attached Late Collection Policy, agreed by governors, which details how we will manage children who are collected late or not collected from school.

Parents/carers are reminded school finishes at 3.30pm, the parent/carers of any child/ren not collected by 3.40pm will be charged £5 with a £5 charge for every five minutes thereafter until the child is collected. This charge is made to help cover costs of staff remaining at school beyond their working day who are engaged in supervising children not collected on time.

Charges will also apply if your child is collected late from an after-school activity, these clubs typically finish at 4.45pm and a charge will become payable from five minutes after the club has ended.

It is the parents' responsibility to ensure children are collected on time and being late is often very distressing for the child/children concerned.

Thank you for ensuring that your child will be collected on time in the future, we value your support.

Rebecca Benjamins
Headteacher