

23rd November 2023

Dear Parents/Carers

Re: End of Day Collection

Whilst I appreciate that the car park is very busy and you are required to queue, we are experiencing an increased number of parents/carers who are not arriving until after 3.30pm Monday – Thursday and after 2.00pm on a Friday. School officially finishes at 3.00pm Monday – Thursday (3.10pm for 6th Form) and 1.30pm on Friday.

I would draw your attention to the fact that our TA's are only contracted to 3.30pm and having to stay late, unpaid, is having a negative impact on their childcare and transport arrangements. This may also mean that your child is not brought out to you by a member of their normal team. Likewise, teachers are required to attend department, progress and Teaching & Learning meetings from 3.30pm and arriving late means they miss vital information, which could negatively impact their teaching practices.

As you know, Friday afternoon is when staff complete essential training and due to parents/carers arriving late some training has had to be re-arranged for certain staff which could have an impact on another child's wellbeing and medical needs.

We appreciate and understand, that there are occasions when you may be unavoidably late and we would appreciate you contacting the school office to let us know however, these should be a rarity rather than the pattern we are seeing with some families.

Your co-operation is appreciated.

Kind regards.

Yours faithfully



Angela Howe
Principal