

Claydon Road
Leicester
LE5 0PL
Telephone: 0116 2767593
Headteacher Mr. M. Tipple-Johnson



8th July 2019

Dear Parents/Carers,
Late collection of pupils from 29th August 2019

School finishes for most of our children at 3.15pm. If children have not been picked up from their classroom by 3.20pm they will be taken to the school office. Late parents need to come to the school office to pick up their child. If a parent arrives at reception after 3.30pm a charge will apply. We recognise that there may be exceptional circumstances which will lead to a parent / carer being unable to get to school on time and parents must notify school by 3.00pm at the latest so that their child/children can be reassured.

Children being picked up late regularly (2 occasions or more) after school (from 3.30pm) will initially incur a charge of £5.

after 3.30pm - 3.45pm = £5 charge

From 3.45pm - 4pm = £10 Charge

After 4pm = £15 Charge and a further £15 charge every 15 minutes thereafter.

The same charges will apply for our nursery (Moonbeams) beginning 10 minutes after the close of the afternoon session.

Yours sincerely,

Mark Tipple-Johnson

Headteacher

Cc Mrs E Surtees - Chair of Governors

