

Upland Primary School

'Working Together, Learning Together, Achieving Together'



Church Road
Bexleyheath DA7 4DG

Dear Parent/Carer

Collecting your children at the end of the school day

As a school we are aware that times are difficult and busy and can be more than a little frantic.

With this in mind, we always aim to be as supportive and as flexible as we possibly can be when it comes to parents and carers collecting their children at the end of the school day. However, we are getting an increasing number of children being collected late and, on occasions, very late at the end of the day.

The office staff are always happy to help and accommodate and will always let children wait in the first aid room until they can be collected. However, this is only a small room and at the end of the day the office is extremely busy and when numbers of children waiting to be collected gets too high it becomes a struggle to safely monitor the collection of the children.

We would like to reduce the number of children waiting in the school office during this busy period at the end of the day as much as possible

For your information, please see below confirmation of the end times for the school day:

Reception	School day ends: 3.10pm
Years 1 & 2	School day ends: 3.15pm
Years 3 - 6	School day ends: 3.20pm

Please do telephone in advance if you are going to be late collecting your child. You must let us know in advance if another person is collecting your child.

Please be aware that lateness collecting children will be monitored and logged. If this becomes a regular occurrence, the school is duty bound to contact social services.

Regards

B McKenzie
Headteacher

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Upland Primary School is part of the Unity Academy Trust (Company number: 10363519)
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