



Radcliffe Hall
CE/Methodist Primary School

Corinthians 16:14 'Let all that you do be done in love'

Head Teacher: Mr P Wilson

Wednesday 4th October 2023

Dear Parents and Carers,

Re: Late Collection

I am writing to you because there have been several instances lately of children being picked up late from school. As you know, our school day ends at 3:30pm. We ask that you arrive slightly before this time to ensure a prompt collection at the end of the school day. When children are repeatedly picked up late, it causes problems for them, for teachers, and for our school operations.

I understand that occasional delays may happen. Traffic gets backed up or meetings run late - things happen! However, regular late pickups (more than once or twice a month) are disruptive for your child and for our school and may be noted as a safeguarding concern.

Children whose parents are late often feel anxious and left out as they have to wait by themselves for you to arrive. Teachers must stay late to supervise children, taking them away from their own families and responsibilities. Our office staff's day is prolonged as they must also stay until all children are picked up.

I am asking for your cooperation with picking your child up on time. Should an unavoidable delay arise, please contact the school office immediately so we can reassure your child and make the necessary supervision arrangements. We want to work together to create a safe, positive learning environment for our children, while also respecting the needs of our staff. Let's all show courtesy and responsibility to make sure no child is left waiting.

Thank you for your understanding and partnership. If you have any questions, or need help problem-solving around pickup, please don't hesitate to reach out to a member of school staff.

Best wishes,

Mr P. Wilson

Headteacher

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