

## Collecting your child after school



School finishing times:

Nursery morning session finishes at 11.30am

Nursery afternoon session finishes at 3.15pm

Robins / Raccoons / Rabbits = 2.50pm

Woodpeckers / Whales / Turtles / Tigers / Tawny Owls = 3pm

These finishing times are official and it is the responsibility of parents / guardians to ensure that their child is collected on time.

School do not provide a free childcare service to allow for late collection.

We understand that there may be an odd occasion when something happens and you may be held up. In this case you must phone and inform school. If you arrange for someone else to collect your child you must phone school and let us know.

If you are late please come to the school office.

You will need to sign the late book.

School staff will ask you why you are late - they have been prevented doing their jobs to care for your child - do not get angry or aggressive.

We will try to phone you if you are not on time.

If we cannot contact you after half an hour we may have to get advice from Social Services.

You may be asked to pay for the childcare provided.

## REMEMBER:



- Always arrange for your child to be collected on time.
- If something happens let us know.
- Phone school.
- Answer all calls from school.
- Sign the late book.
- Ensure it doesn't happen again.
- **Be polite and respectful to school staff at all times.**

