

15th September 2020

Dear Parents/Carers,

**Late Collection of Pupils**

We understand that on some rare occasions parents/carers may be late in collecting their child due to unforeseen circumstances. However, we have a number of pupils who are consistently being collected late from school. As from **Wednesday 16<sup>th</sup> September 2020** any pupils who are collected after **3.20pm** will be supervised at a cost of **£1.50 per child** in our Wraparound Club in the main hall if the child is collected before **3.45pm**. If the child is collected after this time, then there will be a charge of **£8**.

Staff will keep a detailed record of the children who are attending and the school's finance team will invoice parents and carers. Please refer to our **Late Collection Policy** on our school website at **whitehallacademy.co.uk** for further information.

**Start and End times of the school day**

As a school we have been reviewing our COVID-19 risk assessment with our leadership team and an area that is causing concern is parents/carers collecting their child from the incorrect finish time. This is resulting:

- 1) Too many parents being on site at **2.50pm** which is creating congestion.
- 2) In teachers being unable to prepare their pupils for the end of the day as parents/carers are turning up adhoc. This in turn creates congestion.

We would be very grateful if you could stick to the allocated times below.

Pupils with a surname	Start of School Day	Finish to School Day
A-F	8.30am	2.50pm
G-M	8.40am	3.00pm
N-Z	8.50am	3.10pm

*If you have an agreement to collect at different times with Mrs Eames or myself, you may continue to follow these.*

Thank you for your continuing co-operation.

Regards

Mr. Bradley  
Headteacher

**Heads of Academy Team**

**Head of Academy** Mr Gavin Bradley • **Executive Head Teacher** Mr Andrew Smith • **Deputy Head Teacher** Mrs Ellie Eames

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