



Dear Parents,

The Local Authority has produced guidance for schools on the emergency procedures for when a child is not collected from school. As part of these procedures we must ensure that you are all clear about the finishing times of the school day and after school activities.

### **The School day finishes at these times**

Nursery-3pm

Reception to Year 6 finish at 3.15pm (Reception may be picked up from 3.05pm)

### **End of School Day (3.15pm)**

If you are going to be unavoidably delayed you must contact the office as soon as you can (0121 464 3125). All late collections will be recorded and if this happens more than three times in a term the following procedures will apply;

After the third late collection (after 3.15pm) you will incur an after school charge of £5.50. Your child will be taken to Wrap Around (if staffing levels allow) or remain in school under the care of a senior member of staff. However, if your child has not been collected by 4.15pm without contact from you, **or** if you have repeatedly notified us of a significant delay (more than three time a term) then a phone call will be made to Children's Social Care (More details available on school website- *Emergency Procedures when a child is not collected*).

### **After School Activities**

If your child attends an **after school club** you will be notified in writing of the finish time. These will always finish between 4.15pm and no later than 4.30pm. You will be notified of any changes to this in writing. If your child is picked up late from these clubs more than twice in a term, they will no longer be able to attend after school activities for that term. The Emergency procedures as detailed above will apply if a child is left and we are unable to contact you.

### **Important Information**

Please ensure that the data collection sheets have been filled in, updating any mobile numbers, emergency contacts for at least two other relatives/carers. Please visit the office to update emergency contact details at any time.

Yours sincerely

Mrs Norbury  
Principal

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# Tiverton Academy

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