



BUCKINGHAM PREPARATORY SCHOOL

27th February 2019

Dear Parents

Collection from school and late club.

I am disappointed to be writing to parents on this subject yet again as I believe we as a school have made the position and requirements quite clear in previous letters. However, as the procedure is still not being followed by all parents I must regretfully write on the subject again for the benefit of the minority.

As a school we are guided and bound by strict rules and regulations on the specific number of staff we are required to have in place at any one time to be in charge of specific numbers of pupils. Ensuring that this ratio is always correct requires pre-planning, failure to adhere to these ratios is both dangerous and unacceptable.

The times at which your child must be collected from school have been laid out in writing many times before. I repeat them again below:

Reception - Year 2 – 3.30pm

Year 3 – Year 6 – 3.45pm

Booked After School Clubs – 4.45pm (exception judo)

If you have 2 or more boys in our school who are in differing years we will allow parents to collect all their boys at the time applicable to the oldest boy. This is because we are able to plan for this in advance.

If you have booked your son in to a club for that evening then we will take charge of your son for the period as between normal collection and the start of that club. If you have not booked a club for that evening through the proper channels then you must collect your child at the required time. The purpose of the booking process is to ensure correct staff ratios and the safety of your boys. There are no exceptions to this.

If you have not collected your son at the appropriate time and we are therefore required to take charge of your son without prior agreement then your son will, if there is a space available, be taken into any club with a space available. The cost of that club, together with a £25 administration fee, will be charged to your account for each late collection. In the event that a space is not available in any club and thus an additional member of staff is required to take charge of your son immediately, then the additional cost of that staff member, together with an administration cost, together totalling £75, will be charged to your account for each late collection. These costs will form part of the fees due and are under the terms and conditions of your son's attendance at this school.

We pride ourselves as being a whole school, a family school and a school which requests and expects parental support in the same way that you parents can expect support for your son from this school. We take our responsibilities seriously and expect parents to do likewise. Please take note that these procedures, which have been in force for quite some time, will be strictly enforced as from Monday 4 March. If you require club attendance going forward, please ensure you book this through the proper channels before the end of this week.

As always, if you have any questions or queries regards the above please do not hesitate to contact your son's class teacher before the end of this week.

Kind regards

Sarah Hollis
Headteacher