



BUCKINGHAM PREPARATORY SCHOOL

13th February 2019

Dear Parents,

We would like to take this opportunity to remind you of a number of points regarding collection of your child from school.

School Procedures

We have a 'collection' folder with the names of persons authorised to collect your child. This is the information you provided us with when you completed the Emergency Contact Details form when your child started at Buckingham Prep School. This folder is taken out with the staff at the end of the school day. Children will only be released to those authorised to do so. It is vitally important, therefore, that you inform us of any changes so that this list can be kept up to date. If a last minute arrangement is made for someone other than whoever was due to collect, and/or different from those on your list, to collect your child, you must ensure you inform the school so that staff know who they may release your child to on that day. If you are unsure who is on your list then please feel free to contact us so we can let you know.

The children in the Pre-School will be released to their parents or those on their collection list. If someone other than those on the collection list is collecting then a password system is in operation. Parents should inform the Pre-School who is collecting and give the Pre-School a password which the person collecting will have to provide before the child is released to them. Again, if a last minute change is made then parents are asked to inform the Pre-School who will be collecting on that day.

Collection at end of school day

All boys in Reception, Year 1 and Year 2 finish at 3.30pm, Years 3-6 finish at 3.45pm and all boys should be collected from the side gate, where they are supervised by teachers.

Pre-School children are collected from the Pre-School at either 1.00 pm, 5.00 pm or 6.00 pm depending on which session they attend.

Late Collection

Please inform the school office as soon as possible if you are unable to collect your child on time. If a child is not collected at the end of the day, they will be taken to the After School Club and a charge will be incurred.

Pre-School parents should inform the Pre-School if they are going to be late collecting. The number is the school number (020 8866 2737) and choose **Option 3**.

Collection after clubs

Collection from after school clubs is the same as collection at the end of the school day. We would respectfully ask for a prompt pick up. If a child has not been collected ten minutes after the finish time of the club, they will be taken to the After School Club and a charge will be incurred. Please note that the majority of clubs finish at 4.45 pm. The exception to this is judo which has staggered sessions as follows: Years 1 & 2 finish at 4.15pm, Years 3 & 4 finish at 5.00pm and Years 5 & 6 finish at 5.45 pm.

Collection from the After School Club

The After School Club has 2 sessions: 4.00 – 5.00 pm and 5.00 – 6.00 pm. Kindly collect your child by 5.00 pm if that is the session you have booked or you will be charged for another hour. The After School Club closes at 6.00 pm and parents are respectfully asked to collect promptly. If you need to contact the After School Club after the school office is closed, please call the usual school number (020 8866 2737) and choose **Option 4**.

The school office will be manned until 5.00 pm from Monday to Thursday and until 4.15 pm on Fridays. After the school office has closed you are able to contact the After School Club until 6.00 pm as above.

Thank you for your kind cooperation.

Yours faithfully,

Sarah Hollis
Headteacher