

# Pensilva Primary School

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Headteacher: Mr Matt Davies



Dear Parents and Carers,

I hope this letter finds you well. We are writing to remind you that the school day finishes at **3:20 pm**, and children should be collected promptly at this time. Recently, we have noticed an increase in the number of children being picked up after this time. While we understand that occasional delays happen, late collections can present a safeguarding concern and may need to be logged as such. If you are running late, please let the school office know as soon as possible so we can plan accordingly.

Late collections also impact our staff, who must remain with children after school. This can affect their ability to complete other responsibilities such as preparing for the following day, running extra-curricular activities or attending vital meetings or training events. We would greatly appreciate your cooperation in ensuring timely pick-ups.

We would also like to remind all parents that if someone else is collecting your child, such as a friend or family member, it is important to inform the school office in advance. This helps us ensure the safety and security of all our children. Without prior notice, we cannot release your child to anyone who is not listed as an authorised collector. Your child's safety is our top priority, and we appreciate your cooperation in keeping everyone safe.

Additionally, we'd like to remind parents that places in our After School Club must be booked at least 24 hours in advance using the *School Money* system. If a child has not been booked into the club, we will contact parents as a matter of urgency to arrange collection. Please note that in these situations, we may not be able to offer an after-school place at short notice.

Thank you for your understanding and continued support in helping us ensure the safety and smooth running of our school.

Kind regards,

Matt Davies

Headteacher