



# Bishop John Robinson CofE Primary School

Headteacher: Mr Matthew Harris NPQH

Assistant Headteachers: Miss Sarah Biney NASENCO & Mrs Karen Ripley NPQH

School Business Manager: Mrs Karen Fletcher CSBM

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Monday, September 25, 2023

Dear Parents and Carers,

## After School Club Pupil Collection

From Monday 25<sup>th</sup> September 2023, pupils will no longer be dismissed at the school gates after clubs. The school gate will be opened at 4.15 for you to come in and collect your children at the allocated collection points (classrooms). Please see the table below:

## After School Clubs and Pupil Collection Points

Collection Points	Year 6		Year 5		Year 4	
Monday	Mathletics	Leading Lights	Football	Coding	Reading Eggs	Play & Craft
Tuesday	Spanish	Choir	Japanese	Basketball	Reading Eggs	Play & Craft
Wednesday	Spanish	Multisport	Coding	Basketball	Dance	Play & Craft
Thursday		Mathletics	Mathletics			Play & Craft
Friday		Photography	Board Games	School Parliament		Play & Craft



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Please may we remind you that the after school clubs finish at 4:20pm. Under no circumstances should a child be left at school any later than this time unless they are booked in our Twilight Club, there is an emergency or a valid reason as to why you will be late collecting your child from school which we are aware of and have agreed.

If there is an unavoidable reason as to why you are going to be late, you will need to contact the school office for us to book your child in our Twilight Club at a cost. It is important that you let us know in plenty of time so that we can get a message to your child and their class teacher.

If your child is left at school after clubs with no explanation, we will try to contact you. If your child is left uncollected and attempts to contact you have been unsuccessful, then the school will have no other option than to contact the police and/or children's social care services because we will consider this a safeguarding issue.

If you are persistently late collecting your child from clubs, we will start charging you £4 per child for every 15 minutes you are late.

Thank you for continued cooperation.

Yours sincerely,

Miss Sarah Biney

Assistant Headteacher and SENCO