



Growing and Blossoming
"Aspiration, Inclusion, Happiness"

Crossley Hall Primary School

Friday 28th March 2025

Late Pickup and After School Clubs

Dear Parents and Carers,

I am writing to you today to discuss an important matter regarding the pickup of your children after school and following after-school clubs. I want to emphasise the importance of timely pickups. Ensuring that your child is collected promptly after school and after any after school clubs is vital for several reasons:

- **Staff:** Late pickups can have an impact on our staff, who do have other commitments beyond school hours.
- **Student Well-being:** It can be distressing and or upsetting for your child to wait longer than expected for their parents or guardians.
- **School Operations:** Our school office closes at 4:00pm Monday-Thursday and 3:30pm on a Friday. Staff leave at this time.

To ensure a smooth and efficient process, please make every effort to pick up your child on time. If you are unable to collect your child at the designated time, please inform the school office as soon as possible. This will allow us to make any necessary arrangements and ensure that your child is supervised until you arrive.

We understand that unforeseen circumstances can arise, and we encourage you to reach out to us if you are experiencing any challenges with pickup times. Our school office is here to support you and work together to find a solution.

Unfortunately there are a number of families who regularly do not pick children up on time. We have to pay staff to stay during these periods and therefore we are having to increase the late charges. Late charge without communication will be £3 for every 15 minutes e.g. £3 any time after 3.10, £6 after 3.30, £9 at 3.45 and £12 at 4pm.

Headteacher: Mrs E Monnery
Deputy Headteacher: Mrs T Bramley



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For your reference, here are the standard pickup times:

- **End of school day:** 3:00pm
- **End of after-school clubs:** 4:00pm

Thank you for your cooperation and understanding in this matter. Your support helps us maintain a positive and efficient school environment for everyone.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'E Monnery'.

Mrs E Monnery
Headteacher

