

Headteacher: Mrs C McGregor
ST JAMES CE PRIMARY SCHOOL



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Headteacher: Mr D Heather

F.A.O Nursery Parents

September 2023

Dear Parents/Guardians

We are writing to inform you that as outlined in the late collection policy, charges for late collection will now apply. This charge will be per child.

The charge is £5.00 for every five minutes that parents are late collecting their children, after 11.55am for morning collections and 3.10pm for afternoon collections. Staff will use their discretion as to when these charges are implemented, and parents will be notified of the change in writing.

The late collection policy can be found on the St James CofE website.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'D. Heather', with a long horizontal flourish extending to the right.

Mr D Heather
Headteacher