

# Pentland Infant & Nursery School

Headteacher: Miss F Farooq



*Working together to make the world a better place starting at Pentland.*

11<sup>th</sup> December 2025

Dear Parents and Carers,

## **Re: Late collection policy**

We would like to take this opportunity to address any questions regarding our late collection policy and to clarify why the fees are in place. We understand that circumstances can sometimes make punctual collection difficult but it is important that all families are aware of the reasons behind this policy and the impact late collection has on staff, pupils, and the wider school community.

- **Staff Overtime:** When pupils are not collected on time, our staff are required to remain at work beyond their contracted hours. The late collection fee helps us to cover the additional staffing costs incurred when this happens.
- **Safeguarding Concerns:** Repeated late collections are considered a safeguarding matter. It is essential that children are collected promptly to ensure their safety and well-being. Where late collection occurs on multiple occasions, the school may be required to take further action to protect the child's welfare. For this reason, we closely monitor all late collections.
- **Emotional Well-being of Pupils:** Being collected late can be distressing for children. Staff often need to spend extra time consoling pupils who are upset or anxious when they are left waiting. This not only impacts the child emotionally, but also places additional demands on staff.

We appreciate your cooperation in ensuring that children are collected promptly at the end of the school day. By working together, we can safeguard our pupils, support their emotional well-being and respect the time of our dedicated staff.

If you have any questions or concerns regarding our late collection policy, please raise them initially with your child's class teacher. Should the matter remain unresolved, you may then speak with Miss Child or Mrs. Constantinou for further support.

We would also like to remind families that the current late collection charges remain in place. We kindly ask that any outstanding balances are settled at the earliest opportunity.

Thank you for your understanding and continued support.

Yours sincerely,

Miss Fauzia Farooq  
Headteacher

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