



ARDLEY HILL ACADEMY

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Jonathan Smith, Headteacher

22nd March 2019

Dear Parents/Carers;

LATE COLLECTION FROM SCHOOL

I'm sure you are all aware of our STAR Club – a breakfast club facility 7:45-8:45am and an after school club from 3:30-6pm. Subject to availability bookings can be made in advance as well as on an ad-hoc basis.

However, STAR Club is very popular and for most sessions we are very nearly at capacity. All children attending STAR Club are counted in a child to staff ratio depending on their age. This is a legal requirement we must adhere to at all times.

We have recently had an increase in the number of children not collected at 3:30pm with the assumption they can go into STAR Club. We have also had parents tell us that they will not be here at 3:30pm, despite us informing them that STAR Club is full.

Children who are not collected at 3:30pm are not automatically sent to STAR Club, they will be sent to the School Office and parents will be telephoned. Of course, we appreciate that there are always emergency situations that mean you may be running a few minutes late for pick up. In this instance, please telephone the School Office to keep us informed.

You will also be charged a late fee of £5 per child, per 15 minutes if you do not collect your child on time. If this is repeated, there will be a **significant** fine on top of these charges.

If you wish to book your child in to STAR Club please email starclub@ardleyhill.org.uk where we will do our best to accommodate any requested sessions.

Yours sincerely

Jonathan Smith
Head teacher

Becky Carney
STAR Club Manager

