



Tuesday 9th January 2024

Dear Parents/Guardians,

RE: LATE PICK-UP POLICY AND DAMAGED BOOK FEES

We hope this letter finds you well and that you all had a lovely Christmas and New Year. At Rowsley we strive to create a safe and conducive learning environment for all our students. We appreciate the cooperation of parents and guardians in adhering to our school policies to ensure the well-being of every child.

LATE PICK-UPS

We have noticed an increase in repeatedly late pick-ups recently. While we understand that unforeseen circumstances can sometimes lead to delays, it is crucial for us to maintain a structured schedule for the benefit of all students and our staff, who have many duties after the school day has finished for pupils. We would like to inform you of our school's policy regarding late pick-ups:

1. Parents/guardians are expected to pick up their child/ren promptly at 3.30pm.
2. A late pick-up fee of £4.50 per child per day will be charged for **repeat incidences** of picking your child/ren up late. Your child/ren will be taken to After School Club if you arrive later than 3.35pm. This will be charged by invoice, and non-payments referred to Derbyshire County Council in line with standard school finance regulations.

We understand that emergencies and unexpected situations can occur and parents will not be charged on these occasions. If you anticipate being late, please notify the school office at 01629 733727 as soon as possible, and leave a voicemail if the office is not staffed. However, late pick-ups without prior notice may result in the fees detailed above.

DAMAGED BOOKS

Last year the school received a grant of £6000 to spend on new books, and we were thrilled to receive a delivery of beautiful new books. However already some of the books that were sent home with children have been returned to school badly damaged, and we have had to throw them away.

If a book is returned to school with significant damage (beyond normal wear and tear), we will ask for a fee of £1.00 per book to be paid, as a contribution to the cost of replacing the book.

We appreciate your understanding and cooperation in these matters. If you have any questions or concerns regarding this policies, please feel free to contact the school office or me directly. Thank you for your continued support.

Yours sincerely

Alexia Wyer, Executive Headteacher