



**Beam County Primary School**  
Oval Road North, Dagenham, Essex, RM10 9ED.

23<sup>rd</sup> January 2024

Dear Parent/Carer,

**Nursery Late Collections**

It has been brought to the leadership team's attention that some pupils are being collected late from nursery on a regular basis. Whilst we understand that there may be emergency occasions this happens, it should not be a regular occurrence.

Your child **MUST** be collected at 3pm each day. Doors are open from 2.55pm. We will now implement the policy that if your child is not collected by 3.05pm then this will be recorded and monitored and a meeting held to inform you of charges that will apply for late collection of your child.

Collecting children late can make them anxious and also causes disruption to the other pupils who stay for a later session.

We appreciate your support and cooperation with this matter.

If you wish to discuss this matter, please book an appointment with a member of the Senior leadership Team.

Kind regards,

Senior Leadership Team

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[beamcountyprimaryschool.org](http://beamcountyprimaryschool.org)

Headteacher: Miss T A Whittington, NPQH, BA (Hons), PGCE  
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