



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

23rd 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 by 3.30pm each day. Doors are open from 3.25pm. The doors are not open before this time. Please **DO NOT** ring the buzzer to collect your child, this cause disruption to the learning that is happening in the nursery.

We will now implement the policy that if your child is not collected by 3.35pm 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 staff preparing the nursery for the following day.

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

Email: office@beam.bardaglea.org.uk, Telephone: 020 8270 4700
beamcountypriaryschool.org

Headteacher: Miss T A Whittington, NPQH, BA (Hons), PGCE
Chair of Governors: Miss S Ekmekci

