



**ST. MARY MAGDALENE**  
C OF E SCHOOL  
PENINSULA CAMPUS

*Excellence through innovation,  
founded in faith since 1840.*

**FEDERATION EXECUTIVE CO-HEADTEACHERS**

Mrs Claire Harrison and Mrs Victoria Wainwright

**DEPUTY HEADTEACHER**

Mrs Dayo Ajayi

Tuesday 21<sup>st</sup> January 2020

Dear Parents/Carers

We are concerned because some children have been repeatedly collected late at the end of the school day. The late collections have now become a staffing issue that has a financial impact on the school. It can also be upsetting for the children who are left behind at the end of the day, especially when the school is unable to contact the parent.

The school day ends at **3.15 pm**. This letter is to draw your attention to your parental responsibility to collect your child on time. This also applies to prompt collection if they are in attendance of any after school clubs. If you are running late due to an emergency then please contact the school office on **0208 858 1309**.

We are reviewing the current system and wanted to inform you that we may have to charge or even stop providing after school supervision for children waiting to be collected.

We hope you can understand and support the decision that will be made once this has been reviewed. In the meantime, we would greatly appreciate it if you could ensure that your child is collected from school promptly.

Yours sincerely,

Mrs. Ajayi  
Deputy Headteacher

Mrs. Butterworth  
Senior Assistant Headteacher

Ms. Williams  
Home School Link Worker

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**KOINONIA**  
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