



Leigh Primary School

An Academy within Leigh Trust

21/09/2026

Subject: End-of-Day Collection Arrangements – A Reminder for Parents and Carers

Dear Parents and Carers,

We would like to take this opportunity to remind all families about our arrangements for the collection of children at the end of the school day.

We fully appreciate that many families have busy schedules and that some parents and carers are collecting children from more than one school, including secondary schools. We understand that coordinating different school collection times can be challenging, and we are keen to work with families wherever we can. However, we do need to be clear and consistent about our end-of-day arrangements to ensure that children remain safe and that we can use our staffing resources appropriately.

Collection at the end of the school day

Our school day finishes at **3:15pm**. The gates remain open until **3:25pm** to allow parents and carers time to collect their children. **Any collection after 3:25pm is recorded as a late collection.**

The responsibility for ensuring that children are collected on time rests with parents and carers. While we understand that occasional delays can happen, children should not be regularly collected late or routinely collected early from the school office because of other commitments or school collections.

Government guidance makes clear that schools must establish and publish the official end time of the compulsory school day. The Government also has a non-statutory expectation of a minimum **32.5-hour core school week**, with the core school week running from morning registration through to the official end of the school day.

It is therefore important that children attend for the full school day and that parents and carers make appropriate arrangements for collection at the published end of the school day – **3:15pm**.

Why this is important

At the end of the school day, staff have a range of responsibilities, including teaching preparation, meetings, safeguarding duties, administration and other work which needs to take place outside of pupil-facing hours. Many also have their own families and children they need to collect from school.

We simply do not have the staffing capacity to supervise large numbers of children who remain at school **after 3:25pm**. The school office is not an alternative childcare provision, and we cannot safely accommodate significant numbers of children waiting there on a regular basis.

Chief Education Advisor (CEA): Julie Greenwood
Chief Education Officer (CEO): Rehana Yasmeen
Head Teacher: Mrs A Williams
Deputy Head Teacher: Mrs S Azam
Interim Deputy Head Teacher: Mr A Nevin

Leigh Primary School
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Registered Office: Leigh Trust, Nansen Primary School, 104 Naseby Road
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We also need to consider the wellbeing of the children themselves. Being one of the last children waiting to be collected can be unsettling for a child, particularly when they see their friends leaving.

If you are delayed

We recognise that, occasionally, circumstances are outside your control. **If you know you are going to be delayed, please contact the school office as soon as possible.**

This enables us to reassure your child, explain that you are on your way and make appropriate arrangements while you are travelling to school. Good communication makes a significant difference.

If a child is **significantly or regularly late being collected and we have not received communication from the parent or carer**, this becomes a safeguarding concern. In such circumstances, we may need to follow our safeguarding procedures, which can include contacting Children's Services where appropriate. This is not intended to be punitive; our primary responsibility is to ensure that children are safe and that appropriate arrangements are in place for them.

If you need additional childcare

If collection at 3:15pm is difficult because of work or other commitments, including collecting children from other schools, we have some options available:

After-school clubs

We offer the below after-school clubs:

- Monday – Y2 – Y6 Singing club
- Tuesday – Y4 TTRS
- Thursday – Arts & Crafts

Sports clubs restarting week beginning 05.10.26:

- Monday – Y1 – 2 Multi-skills
- Tuesday – Y3 – 4 Dodgeball
- Thursday – Y5 – 6 Basketball

If you would like your child to attend any of the relevant clubs, please contact the school office for further information and availability.

Norton Hall – wraparound care

Norton Hall currently provides wraparound care for some of our families. For further information, please contact info@nortonhall.org.uk or **Norton Hall: 0121 328 3043.**

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Looking at future wraparound provision

Mrs Begum will also be sending out another parent survey regarding wraparound care so that we can better understand the level of interest and need within our school community. Depending on the responses and the numbers interested, the school will look into what provision may be possible.

If your child's late collection is because you are collecting another child from a secondary school, we would also strongly encourage you to speak with the secondary school to see what support or arrangements they may be able to offer. **Communication between schools and families is key**, and we would encourage you to explore all available options rather than relying on your younger child waiting at our school after **3:25pm**.

We want to work positively with all of our families and appreciate that managing family commitments can sometimes be difficult. At the same time, we must maintain clear boundaries around the end of the school day so that we can safeguard children and ensure that our staff are able to carry out their responsibilities effectively.

Thank you for your understanding, cooperation and continued support in helping us to keep all of our children safe.

Warm regards,

Mrs Williams
Head Teacher

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