



St. Clement's & St. John's CE Infant School

St. Clement's Road

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Headteacher: Mr L Woodward

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3rd October 2025

Late Collection fine

Dear Parents/Carers,

Due to an increase in late pick-ups from school, we will be enforcing a late collection fine for parents/carers who collect their child(ren) late from school.

In the event of an emergency please call the school and provide a reason for your late collection. If no reason is provided or this is an ongoing issue, **we will be charging an afterschool club session rate of £8** as your child(ren) will have to be put in afterschool club.

In the event that you are late picking up your child(ren), you will receive a letter and we will charge the fine to your Arbor account. You will need to top up your account to pay the fine or alternatively you can come in to the school office to pay cash.

Please remember that school finishes at 3:10pm so if you arrive after the gate closes then you are considered late.

Thank you for your understanding.

Yours Sincerely

Lawrence Woodward

Headteacher

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