

Durham Blue Coat C. E. Aided Junior School

Langley Road

Durham

DH1 5LP

Telephone: 0191 386 5975

E-mail: bluecoat@durhamlearning.net

Website: www.bluecoatcofejunior.co.uk

Head Teacher: Mrs L Grieve



16th November 2023

Tea Club Late Collections

Dear Parent/Carer,

Due to an ongoing matter of some children being collected late from tea club we are introducing a 3-stage notice of strike-off process alongside a late collection fee. We understand that this will not apply to the majority of parents/carers who access our wraparound care but we would like to keep you all informed of the new process.

You are reminded that we close at 5.30pm therefore all children need to be collected before this time.

The following process will apply from Monday 20th November 2023 if you are late collecting your child/children after 5.30pm:

1. First incident: Verbal warning and a £5 late charge per child;
2. Second incident: Written warning and a £5 late charge per child;
3. Third and final incident: Struck-off from being able to access our wraparound care service and a £5 late charge per child.

Failure to pay the late charge will also result in your child/children being no longer able to access the service.

We appreciate that on the odd occasion incidents can happen that are out of parents/carers control but we hope you will support us in this matter.

Yours sincerely,

L Grieve

Mrs L Grieve
Headteacher

