

Metropolitan Borough of Sandwell



Headteacher: Mr D Heather

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Dear Parents/Guardians

We are writing to inform you that as outlined in the late collection policy, charges for late collection will now apply. This charge will be per child.

The charge is £5.00 for every five minutes that parents are late collecting their children, after 3.30pm. Staff will use their discretion as to when these charges are implemented, and parents will be notified of the charge in writing.

The late collection policy can be found on the St James CofE website.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'D. Heather'.

Mr D Heather
Headteacher