



Heaton St. Barnabas' C.E. Primary School

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Headteacher: Mrs Diane Smith NPQH.

Proud to be a member of The Bradford Shine Partnership **Shine**



4th September, 2025

RE: EARLY PICK UP / COLLECTION OF PUPILS

Dear Parents/ Carers,

We are receiving more and more requests from parents/carers to collect their children before the end of the school day. It has come to the point where we have had to review the practicality of releasing an increasing number of pupils safely from the School Office and from other exit doors. We have also had to consider the very real disruption to class lessons, story times, and pastoral sessions at the end of the day as a result of pupils, particularly young children, having to leave class early and be supervised by a member of classroom staff to the right exit door.

Sadly, our School Office staff have been faced with aggressive communications both in person at the Office window and also on the telephone. We will not tolerate this continuing poor behaviour towards school staff.

From **Monday, 8th September 2025**, in order for your child to be collected before 3.15 pm, you will need to meet one or more of the following criteria:

You or your child has a disability or long-term illness.

There are safeguarding circumstances that compromise your child's safety. School is generally aware of these cases.

School has previously advised that you should collect at a given time due your child's SEND circumstances and for reasons that have been written into their Education Health and Care Plan (EHCP).

Whilst we have always done our very best to support parents/carers, due to staffing limitations, unless you meet one or more of the above criteria, from 8th September 2025, we will not be able to facilitate early pick up/collection of children. School will open at 8.35am for drop off of pupils at their usual classroom or cloakroom doors. The same doors will be accessible from 3.10pm for parents / carers to collect their children.

We run a Before and After School Club from 8am in a morning until 8.35am and then again from 3.30pm to 4.30pm. There is a nominal fee for this service to enable wraparound care club staff to be paid. We will be supportive and flexible in keeping children until 3.30pm without charge to help any parents who need to pick up first at other schools.

Yours sincerely

Mrs D. Smith, Headteacher

