



Cranbrook Drive, Luton LU3 3EW
Telephone: 01582 571619
Email: school@parklea.co.uk
Headteacher: **Mr S Spooner**

September 2025

Dear Parent / Carer,

We are writing to you today to address a matter of increasing importance at the start of this school term: late collections.

We understand that unforeseen circumstances can sometimes arise at collection time so please continue to keep us informed if you are going to be late collecting your child.

However, for the safety and well-being of our children, we need to ensure a clear and consistent process at the end-of-day.

From Monday, we will be implementing a new procedure for any child who has not been collected on time.

For children on the **Upper Site**, school closes at 3:10 PM. If a child has not been collected by **3:20 PM**, they will be taken to the After School Club on the Lower Site on the Walking Bus. For safety reasons you must collect your child at the Lower Site and not on their journey between sites. This helps staff to focus on the children in their care. Please do not interrupt staff on their journey, with children, on their way to the Lower Site.

For children on the **Lower Site**, school closes at 3:20 PM. If a child has not been collected by **3:30 PM**, they will be taken to the After School Club.

Please be aware that parents will be charged the standard After School Club prices for this service.

Finally, we would like to take this opportunity to remind you that we will not release children to anyone who is not on their official SIMs contact list. This policy is in place for your child's safety and is non-negotiable.

Thank you for your cooperation and understanding as we work together to ensure a safe and secure environment for all our children.

Yours sincerely,



Stephen Spooner
Headteacher

