



The Henry Moore Primary School
Kiln Lane · Church Langley · Harlow · Essex · CM17 9LW

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Headteacher: Mrs Sarah Cowley

Dear Parents/Carers

Late Collection from Kid-Stop-Late Collection Fees

Arriving late to collect your child from Kid-Stop is a serious issue for the school since most staff have gone home for the day and school is locked at this time.

Therefore, I am writing to advise you that the governing body has agreed that we need to cover the costs for staff who have to remain after working hours to look after any child when parents are late collecting from Kid-Stop (after 5.45pm). This will be charged by the quarter hour for the additional child care as follows.

5.45pm-6pm - **£25.30**

6pm-6.15pm - **£41.80**

6.15pm-6.30pm - **£58.30**

This code will be changed from your original booking and a late charge invoice will be issued from Arbor.

If there is a regular pattern of late collection from Kid-Stop, your child's provision will be withdrawn.

Therefore please ensure that you collect your child by Kid-Stop closing time of 5.45pm.

Thank you in advance for your understanding.

Yours sincerely

Sarah Cowley
Head Teacher

