

# Colmers Farm Primary School

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B45 9PB

Head Teacher: Mr Williams  
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February 2026

Dear Parents & Carers,

## **Late Collection Charges at Excelsior Multi Academy Trust Schools**

From September 2024 we started administering a 'Late Collection Charge' system for those families that are persistently late in collecting their child or children at the end of the school day. Excelsior schools support families by offering a free of charge 10-minute window for families running late, however this will be included in the total if a charge is issued.

We fully understand that from time to time a child may be collected late from school due to circumstances beyond anyone's control and we will of course support you fully in these circumstances. However, some families persistently collect their child late, being late to collect your child does impact on both your child and the school as staff often have to work last minute additional time or be taken away from training or essential tasks to provide care.

Should your child be collected late 3 times or more it is likely that a late collection charge will be issued by the Academy. Any fines are used to fund additional fun activities for the children at various points throughout the year, these might include materials for cooking activities, craft activities and play activities. It is **not** used to pay staff or to contribute to the running of the academy.

### **Late collection at the end of the school day or after school club**

- If a child is not collected on time at the end of the school day or after school club, the parent/carer will be charged £3.00 per child for every 10 minutes that they are late to collect their child.
- If the school is unable to contact a family member, or designated guardian, the school reserves the right to contact Children's Services for further action.

### **Appeals**

All issued late collection charges can be appealed by families if they feel they have been treated unfairly by the Academy. All appeals **MUST** be in writing, marked for the attention of the Head Teacher and emailed to enquiry at [enquiry@colmersfarm.excelsiormat.org](mailto:enquiry@colmersfarm.excelsiormat.org).

Thank you for your co-operation and understanding in this matter.

Yours sincerely,  
**Excelsior MAT**



2022-2025



Artsmark  
Silver Award  
Awarded by Arts  
Council England



SCHOOL  
MEMBER