FOREST ACADEMY

Miss R Bansil - Headteacher
Bridle Road, Croydon CR0 8HQ
T: 020 8777 2808

info@inspireforest.co.uk
www.forestacademy.org.uk

16th November 2026

Dear Parents and Carers,

At Forest Academy, we want every child to feel happy, safe and included throughout the school day. Being on time, both at the start and end of the day, is really important.

Arriving on time ensures children are settled and do not miss valuable learning. Equally, being collected on time is important for their wellbeing. When children are left waiting after their friends have gone home, this can leave them feeling worried or upset.

We fully appreciate that there will be occasional circumstances beyond your control that mean you may be late. However, we have noticed that a small minority of families are regularly collecting their children late, including from after-school clubs. This has an impact on both the children and our staff, who are having to stay beyond their working hours.

We would therefore like to remind families that:

- All children must be collected promptly at the end of their school day at 3.15pm
- Children attending after-school club must be collected by the agreed finishing time.
- Where a child is collected late three or more times within a calendar month, including from after-school club, a charge of £5 per child will be applied.
- Where we have ongoing concerns about persistent late collection and the impact on a child's welfare, we will make a referral to Children's Social Care.

We are reluctant to introduce these measures, but it is important that we work together to ensure children feel safe and cared for. If you are experiencing difficulties with collection arrangements, please speak to us so that we can explore how best to support you. This will come into effect from **Monday 23rd November 2026.**

Thank you to the vast majority of families who consistently ensure their children arrive and are collected on time. We really appreciate your continued support and understanding.

Yours sincerely,

R Bansil

Rupinder Bansil Headteacher
Forest Academy