Henry Chadwick
Community Primary School

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Primitas Learning Partnership
Consultation Collaboration Support

Our ref: VB/KP

22nd October 2026

Dear moms, dads and carers,

We would like to take this opportunity to remind all families of the collection arrangements for CHAMPS.

Our standard CHAMPS session finishes at 5:30pm. For families who require childcare beyond this time, a late session must be booked in advance, and an additional charge applies. This enables us to ensure appropriate staffing levels are in place to supervise children safely.

Unfortunately, we have recently experienced an increase in the number of children being collected after 5:30pm without a late session having been booked. This can create difficulties with staffing and impacts on the smooth running of the club.

Therefore, we would like to remind parents and carers that if you know you will be unable to collect your child by 5:30pm, you must book them into the late session and pay the additional fee.

In addition, due to rising staffing costs, we will be increasing the charge for the late session from £2.75 to £4.00 with effect from Monday 2nd November. This increase will help us continue to provide a safe, well-supervised and high-quality service for all children.

We understand that unexpected delays can occasionally occur. If an emergency arises and you are unable to arrive on time, please contact the school as soon as possible so that we can make appropriate arrangements.

We appreciate your support in ensuring that collection arrangements are followed and that any required late sessions are booked in advance. This helps us to provide the best possible care for all children attending the club.

Thank you for your understanding and cooperation.

Yours sincerely

Mrs Barnes