

Birdlip Lane, Kents Hill, Milton Keynes, MK7 6HD
Tel: 01908 240038 Fax: 01908 240038
Email: kentshillschool@mket.org.uk
Website: www.kentshillschool.org.uk

12th January 2024

Dear Parents and Carers,

As we begin the Spring term, I would like to draw your attention to several occasions of late collection of children this past week. We completely understand that the very occasional incidence may occur when you will be late to collect your child. Our answer machine is always on in the office to leave a message and our email - kentshillschool@mket.org.uk - is also there to inform us. Messages regarding late collection are sent to classes at 2.50 each day.

On the occasions that you will be late beyond 3pm, we have a before and after school club, Rising Stars, providing care for children outside of school hours.

As a reminder, school hours are as follows:

8.45am - 3pm for Reception, Year 1 and 2

8.50am - 11.50am for 15 hour Nursery children

8.50am - 3pm for 30 hour Nursery children

Outside of these hours, it is the responsibility of parents and carers to provide care for their children. This means, if you are unable to collect your child at 3pm and have no-one else available to collect, Rising Stars are there to provide care instead.

This week alone we have had 14 separate instances of children remaining uncollected beyond 3pm with no booking into the Rising Stars club. On 10 of these occasions, staff have had to remain 30 minutes of more beyond their working hours at the school, making them late for their own appointments, meetings and collection of their children. This is unacceptable and unfair to both children and staff.

Rising Stars cannot accept children who have not been registered on their booking system, therefore school staff must remain behind to ensure the safety of the children who have not been collected.

As a matter of courtesy to school staff, please could you register your child with Rising Stars, **even if you don't think you will ever need to use the club**. This means that should a situation arise in the future where you are not be able to collect your child, you can ensure that you have care for your child by booking them into the club.

Headteacher: Mrs J Mackie

Chair of Governors: Mrs J. Ives

Birdlip Lane, Kents Hill, Milton Keynes, MK7 6HD
Tel: 01908 240038 Fax: 01908 240038
Email: kentshillschool@mket.org.uk
Website: www.kentshillschool.org.uk

Please follow this link to do so - [Rising Stars Registration Link](#). Rising Stars can also be contacted on 01462 790152.

Staff at the school cannot place any bookings with Rising Stars as they do not have any access to the booking system. This must be done by parents and carers. Staff employed by Rising Stars can place bookings at short notice **but only for children pre-registered at the link above**. Any child who has not been registered cannot be accepted by Rising Stars.

Unfortunately, due to previous incidents, we must also remind parents and carers that **under no circumstances** should a child be left in the school playground before school without ensuring that they have personally been handed to the care of an adult. Any incidence of this will be treated as an urgent safeguarding matter as part of our duty of care. Persistent lateness to collect children without making a booking into Rising Stars will also become a safeguarding matter, as the school has provided before and after school care with Rising Stars and it has not been used.

We appreciate your understand and support of this matter.

Warmest Wishes,

Kents Hill School and Nursery

Headteacher: Mrs J Mackie

Chair of Governors: Mrs J. Ives