



Wednesday 12th December 2023

Dear Parents/Carers

Important Changes to Blue Byrds and Late Collection

We want to inform you about some important changes to our Blue Byrds After School Care and our late collection policy, with immediate effect.

1. Late Collection Charges:

If you are late to collect your child, they will be placed in the Blue Byrds After School Care. Late collection charges will apply after 3:30pm as follows:

- **Until 4pm: £5 per child**
- **After 4pm until 5pm: £8 per child**

2. Blue Byrds Booking Cancellation:

If you have booked Blue Byrds and need to cancel, please do so by **2pm** the latest. Cancellations should be made via email to attendance@williambyrd.school. Failure to cancel on time will result in an extra charge of **£5**.

These changes are aimed at maintaining the efficiency of our services and ensuring the well-being of all children under our care. We appreciate your understanding and cooperation in adhering to these updated policies.

If you have any further questions or concerns, please feel free to contact us.

Thank you for your continued support.

Yours sincerely
Ms N Edwards
Head of School

