



**Codsall**  
Middle School

a school to be proud of



Monday 16<sup>th</sup> December 2024

Dear Parent/Carer,

Our library club is available for all pupils every school day; it is currently free and does not need to be booked. We run it like this because we know that some parents find it difficult to collect their children at 3.15pm and we like to make our clubs as accessible as we can.

This club can only run because of the good will of the staff who stay after school to facilitate it and as you can imagine, after a full day working, supporting pupils in the classrooms, they are anxious to go home! For that reason, I would like to remind all parents and carers that Library Club finishes at 4.30pm Monday-Thursday and at 4.00pm on Friday.

This term, there have been many evenings when pupils have not been picked up until well after 5.00pm. Although we realise that unexpected and unavoidable delays can happen, we feel we need to protect the wellbeing of staff. For that reason, we are putting into place a 'three strikes' arrangement. This will mean that if parents/carers collect their children late on **three occasions**, we will unfortunately have to remove the Library Club provision for their child. This will hopefully accommodate the one-off, unavoidable delays that can happen but also prevent our staff frequently being kept back in work long after they are meant to be at home.

We thank you for your support and understanding.

Yours sincerely

Mrs K Reade  
**Headteacher**

**Codsall Middle School**

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