



Late Collection Policy

Approved by Governors	Review Date	Review Date

Policy aim:

To ensure all children are collected on time. The reason for this is twofold: firstly, children who are left behind often feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly, this is not a good thing to happen to any child. Secondly, the impact on the school of having a child left behind at the end of the day is also great as it requires a member of support staff to supervise that child and this incurs an additional staffing cost. The school day finishes at 3.15pm and the Late Collection Policy applies from 3.25pm.

Delayed Collection

Procedure for when a child is not collected by 3.25pm:

- If a child is not collected from the usual dismissal point by 3.25pm, they will be taken to the school reception area.
- On the first occasion, the parent/carer will be contacted by telephone on their home, work or mobile number to ask why the child has not been collected and a record will be kept and the parent/carer will be given a late collection slip.
- On the second occasion, the parent/carer will be contacted by telephone on their home, work or mobile number to ask why the child has not been collected and the parent/carer will be asked to meet with the Family Support Officer. Again, a record will be kept and a parental agreement will be issued.
- On any subsequent occasion, the parent/carer will be charged £1 per 5 minutes, per child. For example, if you pick up your child at 4.00pm, you are 40 minutes late and this will cost you £8.00 per child.
- The signing out system clock will be used to determine the cost.

(There will also be a charge if parents phone the school to say they are running late but children are still not collected by 3.30pm.)

If a child is not collected, and the school cannot contact the parents/carers or the emergency contact they have named within 45 minutes of usual collection time, the school will follow Child Protection Procedures and contact Social Services.

After School Clubs

All clubs finish at 4:15pm. Children must be collected by the agreed time stated on the permission slip.

- From 4.20pm the Delayed Collection procedure will apply as above.
- Late collections for clubs will be reviewed termly.
- The signing out system clock will be used to determine the time.

If a child is not collected, and the school cannot contact the parents/carers or the emergency contact they have named within 45 minutes of usual collection time, the school will follow Child Protection Procedures and contact Social Services.