



Policy for Late Collection of Children

1. Introduction

If an authorised person does not collect a child on time, our aim is to resolve the situation causing as little distress as possible for the child.

From September 2015 Holy Trinity School are imposing a late collection charge for children who are not collected on time.

2. Aims

- To ensure the safety of all children as a result of timely transfer to the care of the parent or another authorised adult.
- To enable teachers to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring timely collection of children.
- To enable the office staff to complete their work without disruption by ensuring the timely collection of children.

3. Parental Responsibilities

- To pick up children on time
- To call the school office if late
- To ensure that contact details (including emergency contacts) are kept up to date

4. Procedure

The pick-up times for the end of the day are:

- For Nursery – Parents must pick up their children at 11.30 am (morning sessions) or 3.30 pm (afternoon sessions)
- For Reception – Parents must pick up their children at 3.15 pm
- For KS1 – Parents must pick up their children at 3.20 pm
- For KS2 – Parents must pick up their children at 3.25 pm

The procedures for the end of the day are as follows:

- Teachers will wait with children for up to 10 minutes after the designated pick-up time – after 10 minutes the children that have not been collected will be taken to the school office and the late collection procedure will be followed
- The school office will try to contact Parents/Carers using all the numbers available
- If this is unsuccessful we will try to contact other emergency contacts
- All late collections are recorded in the 'Late Book' which is monitored by the Education Welfare Officer. A pattern of lateness will prompt action by the EWO.

- If a child is attending an after-school activity club they will be taken to the School Office and the late collection procedure invoked 10 minutes after the end of the club
- The time recorded for collection is that on the satellite controlled clock outside the school office

5. Charges

- On each occasion that the late collection procedure is invoked you will be charged a late collection fee
- The late collection fee will be calculated at a rate of £8.00 per child for every 15 minutes or part thereof that the child is collected after the pick-up time as set out in Section 4 above
- If a child is collected late on two occasions following an after-school activity club the child will automatically lose their place in the activity club with no refund of any fees paid.

Invoices for charges incurred will be issued on a weekly basis.

6. Failure to Collect

If the school fails to locate an authorised adult to collect the child and they have not been collected by 5.00 pm the school will contact Social Services. A senior member of staff will take the child to Social Services by taxi, the cost of which will be charged to the parents. Social Services will aim to find the parent/carer or a relative and if unable to do so the child will be placed into the care of the Local Authority.

Under no circumstances will staff go looking for the parents or take the child home with them.

A full report will be placed in the child's school file.

7. Exceptional Circumstances

We appreciate that on occasions there may be exceptional circumstances that prevent you from collecting your child on time. Under such circumstances it is important that you make every reasonable effort to contact the school to advise of your late arrival. The school has the discretion not to charge for late collection in exceptional circumstances.

8. Monitoring and Review

The Senior Leadership Team will be responsible for coordinating and monitoring the implementation of this policy. All staff are responsible for the implementation of this policy.

This policy will be reviewed on an annual basis.

Agreed at Business Committee:

Signed:

Date:

Reported to Governing Body on