St Mary's CEVA Primary School

Late Collection: policy and procedure

Adopted: March 2024

Reviewed : April 2026
Next review due: April 2028

Our policy has been created in line with 'Flourishing for all', 'Fruits of the Spirit: Character Education' and the 'Church of England's Vision for Education: Deeply Christian; Serving the common good'. Staff and governors have been made aware of these documents which form the foundation for the school's ethos, decision-making process and policy design.

We have also carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Policy aim:

- To ensure the prompt collection of all children from the school
- To ensure the safety and well-being of children
- To enable staff to attend training, meetings and carry out professional duties.

Collection of children at the end of the School day

It is the responsibility of parents to collect their child(ren) on time at the end of each school day. St Mary's recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission to the School, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.
If a pupil is not collected at the end of the school day or after attending after school clubs, it is important to make contact with parents, or anyone on the child's emergency contact list if parents are unavailable.

The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.15 or 3.20 pm
- Teachers and children will remain in their classrooms until 3.25 pm
- At 3.25 pm children will be taken to the office for collection
- At 3.30 pm teacher training sessions and meetings begin and the office is not staffed
- From 3.30 pm the late collection policy applies

The teacher or an appropriate member of staff will:

1. Check with office staff to see whether a phone call or note has been received.

2. If a parent has not made contact or arrived by 3.30pm (or 10 minutes after the end of a club), a member of school staff will make every effort to contact the parent.
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (MIS).

Procedure for when a child is not collected by 3.30pm:

- Children will be taken to the Ark after school club until a parent or adult collects the child.
- On the first occasion, a record will be kept and noted on Arbor.
- On the second occasion, the parent/carer will be charged for the appropriate Ark session. Again a record will bekept.
- On the third occasion, the parent/carer will be asked to meet with the Deputy or Headteacher and will receive a letter. Again a record will be kept.
- On any subsequent occasion the parent/carer will be charged £5 per 15 minutes (or part of 15 mins) perchild. For example, if you pick up your child between 3.30 pm and 3.45 pmthis will cost you £5.00 per child; if you pick up your child between 3.45 pm and 4.00 pm this will cost you £10.00 per child – this is in addition to the charge for the Ark.
- The office 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 3.30 pm.)

After School Clubs

All free clubs finish by 4:30pm. Children must be collected by the agreed time stated on the club sign up and as displayed on Arbor or by the end of the session of The Ark the child has been booked in to.

- On the when a child is not collected at the agreed time, the parent/carers will be charged £5 per 15 minutes (or part of 15 mins) perchild. For example, if you pick up your child between 5 -15 minutes later this will cost you £5.00 per child; if you pick up your child between 16- 30 minutes late this will cost you £10.00 per child.
- Late collections for clubs will be reviewed termly.
- The office clock will be used to determine the time.
- If payment is not made future attendance at clubs will be reviewed.

The charging procedures contained within this policy will not be followed where School trips, visits or journeys have caused the late arrival of children back to School.

We ask parents to call the School Office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

Procedure if a child remains uncollected after 45 minutes

This aspect of the policy relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operates for every situation where a parent or carer cannot be contacted within 45 minutes of the end of the school day/club/activity. In the case of a pupil not being collected, no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts with all reasonable attempts by 5pm, the School may ring the police team to discuss the situation and ask for advice. The school building is shut at 5.15 pm and this will allow the school and police team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

Change of Collecting Adult

If an adult who is not named on the consent form or who does not know the password attempts to collect the child, the School will, for matters of safeguarding, need to contact a parent toconfirm whether they are genuine and do have permission to collect the child.

Parents are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be shared with the school office or the child's class teacher.