



Late Collection Policy

Agreed by Governors: 18.07.2024	
Schedule: Bi Annual	
Reviewed: 18.07.2024	Full Governing Body
Next Review: 2026	

Aim

St Georges Primary School aims to provide a safe and caring environment. If a child is not collected, or collection is delayed, they will be reassured in order to cause as little distress as possible.

Methods

Parents of children starting in the school are asked to provide specific information which is kept on our managing information systems.

- Home address and telephone number of parents/carers
- Mobile telephone number (if applicable)
- Place of work, and telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parent/carer to collect their child from school i.e. relative, childminder, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is notified immediately. When there is a change to the end of the day arrangements, we ask that parents inform the school office via Class Dojo, email or telephone.

We inform parents that if child/ren are not collected at the end of the day, we follow the below procedures.

In the event that the parent/carer is running late or has made alternative collection arrangements with a friend/relative they should inform the school office of those changes so that both the teacher and child are aware. Where possible the school should be contacted by 12noon.

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff will take the following steps.

- Messages are checked to see if there are any changes to the end of the day arrangements
- Parents/carers are contacted at home/mobile or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime, the child will wait near the office under adult supervision
- At 3.30pm the child will be registered in the afterschool club (fully supervised provision)

Charges for late/non-collection of children

On the first late collection within an academic year, without reasonable justification, the parent/carer will be sent a letter reminding them to collect their child from school at their dedicated time. If the child is collected late a second time, an invoice will be issued as follows:

- A child is not collected by 3.30pm and joins afterschool club. A charge of £10.00 will be made by the school.

The purpose of the charge is to meet the additional cost in salary and resources that the school incurs from the late collection.

Uncollected Children

Under no circumstances are staff to look for the parent, nor do they attempt to take the child home.

Parents/carers will be contacted to collect their child/ren. If contact with parents/carers or other designated adults cannot be made or where a parent refuses to collect their child/ren, the school will contact children's services and treat the matter as a safeguarding issue.

Persistent Late Collection

If a family is persistently late in collecting a child, then the headteacher will consider taking further action that may include a referral to other services.

Appendix A: Letter for late collection

Dear Parent Carer of _____

I am writing to you regarding the late collection of your child on _____.

It is the parents' responsibility to ensure children are collected on time and being late is often very distressing for the child/ren concerned.

If your child continues to be collected late at the end of the school day, the Governing Body has agreed that charges will be incurred. In cases where a child is not collected within ten minutes of the end of the school day or extra-curricular club a charge of £10.00 will be made to cover the cost of afterschool club. Should your child remain uncollected at 5.45pm then a further charge of £1 per minute will be made.

This charge will be automatically added to your 'school money' account.