



Inspiring Learners to Achieve Big Dreams

## Late Collection of Children Policy

### **Rationale**

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

### **Procedures**

We keep all the names and telephone numbers of adults who are authorised by the parents/carers to collect their child from school on file. We also hold information about any person who has been denied legal access to the child. If there are any changes to this information we ask that the school office be notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform the school office and the class teacher will be informed. Children under the age of 16 are not authorised to collect children on their own.

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

- For EYFS & KS1 - Teachers will wait in the playground with children until 3.10pm.
- For KS2 - Teachers will wait in the playground with children until 3.20pm.
- The children will then be taken to the school office.
- Parents/carers are contacted at home or work using all the numbers available.
- If this is unsuccessful other adults authorised by the parents/carers will be contacted. In the meantime, the child will wait in the office under adult supervision.
- 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 in the form of a letter and, if the pattern continues, an interview will be requested

### **What will happen if the school is unable to find someone to collect the child?**

If this procedure fails to locate an authorized adult to collect the child and they have not been collected by 5.00pm, the school will contact Social Services. A senior member of staff will take the child there in a taxi. The cost of the taxi will be charged to the parents/carers. Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority. Under no circumstances will the staff go looking for the parent or take the child home with them. A full report of the incident will be written and placed in the child's school file.

### **What will happen if I arrive late to collect my child?**

- For EYFS & KS1 children - a charge of £1 for every minute will be made after 3.10pm that a child is waiting to be collected.



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- For KS2 children - a charge of £1 for every minute will be made after 3.20pm that a child is waiting to be collected.
- For After School Club, After School Activity Club, Half-term Activity Camps – a charge of £1 per minute will be made from the time the club finishes as stated on the individual registration form.
- After school activity clubs - Late collection (i.e. more than 10 minutes late) from a school-run activity club e.g. football club on two occasions will mean the child will automatically lose their place at the club.
- The charges will be invoiced on the next school working day. All monies collected will be put into the school fund account.

#### **What happens if I do not pay the late collection charge?**

The school office and the extended services administration office will continue to contact parents until clearance of any outstanding monies is made.

If a parent has any outstanding unpaid late collection monies, they may not apply for a place for their child at the following:

- 1) Breakfast Club
- 2) After School Club
- 3) After School Activity Clubs
- 4) Half Term Activity Camps
- 5) School Journeys

***Please do not apply for a place at any of the above mentioned if there is outstanding monies owed as your request will be declined.***

As soon as the debt is cleared - you may apply.

\*An authorised person is a person over the **age of 16** who has been authorised by the parent/carer.

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1.1	Policy Adopted	New Policy	GH	2017
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## Appendix A: Letter to parents re late collection

Dear parents/carers,

I am writing to you in connection with the school's late collection policy.  
I attach a copy of the updated policy for you to keep.

As you will all be aware this school has always charged a fee if a child is collected late from school, after school clubs or after school activity clubs.

This was introduced as a school policy shortly after the school opened and has been implemented ever since.

With effect from 1st April 2017 there will be an additional condition for you all to bear in mind. Please therefore take this letter as notice of the following addition to the policy:

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- 1) Breakfast Club
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***Please do not apply for a place at any of the above mentioned if there is outstanding monies owed as your request will be declined.***

As soon as the debt is cleared - you may apply.

If you have any queries, please feel free to contact any member of the office staff.

Many thanks for your co-operation.