



Late Collection Policy

Ratification:	Dec 2023
Review:	Dec 2025
Review Committee:	P&P
Leader:	Heidi Hollis
Link Governor:	Maria Artingstoll

Children should be collected at the set end of school times. From September 2023, these are:

Abbey Campus		Highfields Campus	
Nursery	11:30am or 3:00pm		
Reception Year 1 Year 2 Year 3	3:00pm	Year 4 Year 5 Year 6	3:15pm
Blossom	Matched to class		
Abbey to Highfields minibus	Parent needs to be waiting ready at Children's Centre	Highfields to Abbey minibus	Parents need to be waiting ready from at front gates

Late Collection Charge Breakdown (first late collection no charge if under 30 minutes but following that period and then each subsequent episode will be charged)

- After 15 minutes £10
- After 30 minutes £15
- After 1 hour £20
- After 1 hour 30 minutes £25
- After 2 hours £30
- After 2 hours 30 minutes £35

The responsibility for ensuring that this procedure is adhered to lies with the Head Teacher or senior person responsible.

- When a child has not been collected they wait with the class teacher on the playground/classroom for 15minutes
- After that time the child is taken to wait in the reception area and wait with their class teacher or a teaching assistant for another 15 minutes
- The class teacher or another nominated member of staff phones the parent/carer and if unavailable the second contact person for the child.
- Parent/carers will be contacted to collect their child. Once the child has been taken to the office (after the 15minute time period), a log will be made of a late collection and an initial £10 late fee charged (if first time late collection up to this point this will be waived as childcare is still being provided).



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- The class teacher continues to have responsibility for the child until 30 minutes after end of school when the child will be handed over to the senior person-HT/DHT/leadership team (not the office staff). At this point an additional £5 will be charged.
- Every additional 30 minutes will incur another £5 charge. Even if a parent calls and contacts school, the late charges will still apply as childcare is still being provided.
- Late charges still apply if a child is collected late from the end of an afterschool club.

If repeated efforts to contact the responsible person fail and the child remains uncollected at 5:00pm, the decision may need to be made to contact the [social services duty officer and/or police](#). This call will be made if a child has not been collected by 6:00pm.

- On collection of a late pick-up parents must inform staff as to the reason for the lateness and staff should remind the parents/carers about the implications for the child and school and sign that they have collected their child. A follow-up letter and invoice for childcare costs will be sent to the parent/carers. Any repeated late collections over 30 minutes will initiate meetings with leadership / governors, as well as late collection charges.
- Children can only be picked up by a named adult after school has finished and with an agreed password for safeguarding purposes. Children will not be released into the care of family/friends **under the age of 16**.
- Collection of a child is the responsibility of the parent/carer and our online Scholarpack system contact details must be kept up to date. Parent/carers **must provide additional emergency contact details** (family/friends/work/studies). If parent/carer is not allowed their phone on during working hours, an additional and contactable contact must be provided.

If a parent collects more than 30 minutes late more than 3 times in a half-term, then a meeting with the Head Teacher will be arranged to discuss use of paid childcare after school. If this does not improve collection times then a further meeting with governors will be arranged.