



## Late Collection Policy

<b>Ratification:</b>	<b>Nov 2025</b>
<b>Review:</b>	<b>Nov 2027</b>
<b>Review Committee:</b>	<b>FGB</b>
<b>Leader:</b>	<b>Steve Parry and Rachael Jurkiw</b>
<b>Link Governor:</b>	<b>Pauline Smith</b>

Children should be collected at the set end of school times; these are:

Abbey Campus		Highfields Campus	
Nursery	11:30am or 3:00pm		
Reception Year 1 Year 2 Year 3	Gates closed at 3:10pm	Year 4 Year 5 Year 6	Gates closed at 3:30pm
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
Childcare after school club at Highfields closes at 4.30pm. Parents collect from the main entrance.			

### Late Collection Charge Breakdown:

- Late collection warning letter will be issued on third late collection within a half term
- Parents will be fined on the 5<sup>th</sup> and subsequent late collections
- If collected 15 minutes or more later than the times above, then a fine of £10 is charged
- If collected after 5pm, or after 5.30pm if the child attended an after school club, then the fine increases to £20
- All late records will be refreshed at the start of each half term

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 when the gates are closed
- 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 on the 5<sup>th</sup> or more occasion.
- 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).



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- If collection takes place after 5pm, or 5.30pm if the child has attended an after-school club, then the charge is doubled to £20. Even if a parent calls and contacts school, the late charges will still apply as childcare is still being provided.
- If repeated efforts to contact the responsible person fail and the child remains uncollected at 5:30pm, the decision may need to be made to contact the social care duty officer and/or police. This call will be made if a child has not been collected by 6:00pm.

*Social care duty officer – 0115 9159299*

*Police – call 111*

- 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 if triggers have been hit.
- Children can only be picked up by a named adult after school has finished and with an agreed password for safeguarding purposes.
- Collection of a child is the responsibility of the parent/carer and our online Arbor 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 from the school's after school club more than 3 times in a half term, then the child's place at the after school club will be withdrawn for the remainder of the half term.