



## Late Collection Policy

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|--------------------------|-------------------------|
| <b>Ratification:</b>     | <b>February 2018</b>    |
| <b>Review:</b>           | <b>April 2020</b>       |
| <b>Review Committee:</b> | <b>P&amp;P</b>          |
| <b>Leader:</b>           | <b>Heidi Hollis</b>     |
| <b>Link Governor:</b>    | <b>Maria Artingsoll</b> |

**If a parent collects late more than 4 times in a 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.**

Children are collected at 3.15pm from Abbey Campus and 3.30pm from Highfields Campus unless they are booked into after school childcare which is open until 6.00pm.

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 until 3.30pm at Abbey Campus or 3.45pm at Highfields Campus.
- After that time the child is taken to wait on the seats in the reception area and wait with their class teacher or a teaching assistant.
- 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, a log will be made of a late collection and an initial £10 late fee charged (if first time late collection this will be waived, until Abbey 3:30pm charges and Highfields late collection 3:45pm charges apply, as childcare is still being provided).
- 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/AHT/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.
- 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. 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.



## Late Collection Policy

1. 3 times in a half term will initiate a meeting with the deputy head teacher or head teacher to discuss use of childcare facilities and the negative implications for school staff and the children
  2. Any further late collections in a half term will initiate a meeting with governors, with regard to urgent childcare discussions
- Children can only be picked up by a named adult after school has finished. 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 sims 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.

### Late Collection Charge Breakdown

#### Abbey Campus After:

3:30pm £10  
4:00pm £5  
4:30pm £5  
5:00pm £5  
5:30pm £5  
6:00pm £5

#### Highfield's Campus After:

3:45pm £10  
4:15pm £5  
4:45pm £5  
5:15pm £5  
5:45pm £5  
6:00pm £5