

## LATE COLLECTION POLICY

### Procedure for Collecting Children from School – September 2022

#### Our Aims:

- to keep children safe
- to ensure that all members of the school community are aware of the correct procedures for the end of the school day
- to highlight the importance of maintaining clear lines of communication and up to date contact details

#### All classes:

We expect children to be collected promptly at the end of the school day, which is 3.20pm for all classes including Kindergarten. People authorised to collect children must be over the age of 14 years and have prior permission to collect a pupil.

#### Children in Primary School:

The school gates are opened at 3.20pm. Please wait outside of the green gates for class 3/4 & 5/6 and keep the area around the doors clear to enable children to make a safe exit. Staff will supervise children leaving so that they know who has been collected safely.

Class 1/2 can be collected outside main reception. Please keep the reception entrance clear during this time.

Class 5/6 children may walk home on their own as long as the class teacher has been made aware of this arrangement prior, but they cannot be responsible for younger siblings.

#### Children in Kindergarten:

Parents should wait in the kindergarten playground; staff will supervise children leaving the classroom, so they know who has been collected safely and by whom.

#### Late Collection:

Any child not collected by 3.30pm will be taken to the After School Club and should be collected from there. **A charge of £5 will be applied for every 15mins they are in the After School Club.** (This will be capped at £20)

If you are unexpectedly delayed and are going to be late picking your child up from school, please contact us immediately by telephoning the school office on **0115 9415295**. This will enable us to make arrangements for someone to take care of your child until you arrive.

If you arrange for another adult to collect your child, you must let Shirley know in the morning or by phoning the school reception. If someone not known to staff comes to collect your child, we reserve the right to refuse to allow your child to leave school with them.

***Please ensure that we have up to date telephone numbers to contact you in an emergency.***

**If a parent or carer does not arrive to collect their child at the end of the school day and has not contacted us, we will take the following steps:**

1. If a child is not collected at the end of the school day, teachers will bring children back inside off the playground and ensure they are supervised.
2. Children who have not been collected by 3.30pm will be supervised in the After School Club. And the following action will be taken:
  - A member of staff will check with the office whether the parent/carer has telephoned and left instructions or an estimated time of arrival.
  - If no contact has been made by the parent/carer, a member of staff will attempt to contact parent/carer/ emergency contact by phone.
  - If contact cannot be made with the parent/carer /emergency contact by 4.15pm, the school will contact the MASH team (Multi Agency Safeguarding Hub). In extreme circumstances, when the school has been unable to contact a parent/carer, social services will aim to find the parent or relatives; if they are unable to do so, the child will become looked after by the local authority and be collected from school accordingly.
3. If a child is collected late for a second time, a letter will be sent home.
4. If a child is collected late for a third time, Parents will be asked to attend a meeting with a member of the Senior Management Team.
5. If parents continue to collect their child late, a referral may be made to the MASH team as it may indicate neglect. Any referral will be made at the discretion of the Senior Leadership Team.

***After school clubs will also follow this procedure, if a child has not been collected by 5.30pm, the above steps will also be carried out.***