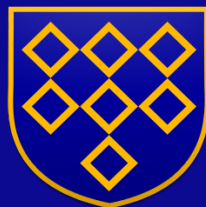


ST WILLIAM OF YORK



Catholic Primary School
Brockley Park, Forest Hill, SE23 1PS

Late Collection Policy

Policy Review			
Policy Reviewed On	May 2025	Signed:	<i>H Mayers</i>
Next Review Date	May 2028		

Policy aim:

- To ensure the prompt collection of all children from the school
- To ensure the safety and well-being of children
- To enable staff to attend training, meetings and carry out professional duties.

Collection of children at the end of the School day

It is the responsibility of parents to collect their child(ren) on time at the end of each school day. St William of York recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission to the School, parents should provide:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change. This can be updated by informing the school office or parents can edit their profile on the Arbor App.

If a pupil is not collected at the end of the school day or after attending after school clubs, it is important to make contact with parents, or anyone on the child's emergency contact list if parents are unavailable.

The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.15 pm
- Teachers and children will remain in their classrooms until 3.25 pm
- At 3.25 pm children will be taken to the office for collection
- At 3.30 pm teacher training sessions and meetings begin
- From 3.30 pm the late collection policy applies

The teacher or an appropriate member of staff will:

1. Check with office staff to see whether a phone call or note has been received.

2. If a parent has not made contact or arrived by 3.30pm (or 10 minutes after the end of a club), a member of school staff will make every effort to contact the parent.
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System, which is called Arbor.

Procedure for when a child is not collected by 3.30pm

- On the first occasion, a record will be kept.
- On the second occasion, a record will be kept and the Headteacher or Deputy will speak to the parent/carer.
- On the third occasion, a record will be kept and the parent/carer will receive a letter explaining that any subsequent occasion will result in a charge.
- On any subsequent occasion, the parent/carer will be charged £1 per 5 minutes, per child. For example, if you pick up your child at 4.00 pm, you are 30 minutes late and this will cost you £6.00 per child.
- The office clock will be used to determine the cost.

(There will also be a charge if parents phone the school to say they are running late but children are still not collected by 3.30 pm.)

Nursery pick-ups at 12pm (Morning Sessions) or 3pm (Afternoon Sessions)

- On the first occasion, a record will be kept.
- On the second occasion, a record will be kept and the Headteacher or Deputy will speak to the parent/carer.
- On the third occasion, a record will be kept and the parent/carer will receive a letter explaining that any subsequent occasion will result in a charge.
- On any subsequent occasion, the parent/carer will be charged £1 per 5 minutes, per child. For example, if you pick up your child at 12.30pm or 3.30pm, you are 30 minutes late and this will cost you £6.00 per child.
- The office clock will be used to determine the cost.

After School Clubs

All clubs finish by 4:15pm. Children must be collected by the agreed time.

- On the first occasion, when a child is not collected on time, a record will be kept.
- On the second occasion, when a child is not collected on time, the parent/carer will be verbally reminded about the club's finishing time.
- On the third occasion, the parent/carer will receive a letter explaining that any subsequent late collection will mean that their child can no longer attend the club.
- On any subsequent occasion, when a child is not collected at the agreed time, the parent/carers will be informed that their child will no longer be able to participate in the club. A record will be kept.
- Late collections for clubs will be reviewed termly.
- The office clock will be used to determine the time.

The charging procedures contained within this policy will not be followed where school trips, visits or journeys have caused the late arrival of children back to school.

We ask parents to call the School Office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

Procedure if a child remains uncollected after 45 minutes

This aspect of the policy relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operates for every situation where a parent or carer cannot be contacted within 45 minutes of the end of the school day/club/activity. In the case of a pupil not being collected and no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts within 45 minutes of the end of the day/end of the club/activity, the school will ring Lewisham's Social Care team to discuss the situation and ask for advice. This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

Change of Collecting Adult

Periodically, the school sends out a letter asking parents to update emergency contact details for up to three named adults who have permission to pick up the child at the end of the day. This information is collected and updated to allow the school to make a quick and informed decision if somebody less familiar seeks to collect a child or if the class is being dismissed by a supply teacher. If an adult who is not named on the consent form attempts to collect the child, the School will, for matters of safeguarding, need to contact a parent to confirm whether they are genuine and do have permission to collect the child.

Parents are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be shared with the school office or the child's class teacher.