

Hellingly Community Primary School



Late Collection Policy

Written by: L Hill

Date: Oct 2017

Signed by Headteacher:

Date: Oct 2017

Signed by Chair of Governors:

Date: November 2017

Date to be reviewed:

Date: Oct 2019

Late Collection of Child Policy

The school staff are responsible for the children during school opening hours. The gates open at 8.45am in the morning and the children should be collected by parents at 3.15pm.

Parents of children starting at our school are asked during by the school administration process, to provide specific information which is kept on file including:

- Home address and telephone number of parents / carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately. This information is verified annually via the data collection sheets.

If the parent/carer has an emergency whereby they are unable to collect their child at the end of the school day at 3.15pm, the school must be informed immediately (School Office 01323 844346). If a parent/carer is incapacitated e.g. serious illness, car accident etc. we accept that you may be unable to inform the school of the situation immediately.

If children are not collected at the end of the day at 3.15pm, they will remain at the school gate supervised by Mrs Ribbons and we then follow these procedures:

1. Messages are checked to see if there are any changes to the end of day arrangements
2. Parents/carers are contacted at home or work and requested to collect or to make arrangements for their child to be collected

3. If attempts to make contact are unsuccessful other authorised adults are contacted
4. In the meantime the child will wait under adult supervision
5. If the child is not collected after 15 minutes parents/carers will be charged as follows: £5 for the first 15 minutes followed by an additional charge of £1 for every 5 minutes (or part period of five minutes) thereafter
6. If the child has not been collected after one hour (i.e. by 4.15pm) we will follow our Child Protection Procedures and contact the Local Social Services
7. Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority
8. Persistent late collection (that is more than twice a term) will result in an additional late fee of £20 as well as the £5 for the first 15 minutes etc. as above

NB Under no circumstances will staff go to look for the parent, nor take the child home. A full written report of the incident will be recorded by the school.

Appendix A

Late Collection of Child Incident Form

Name of Child:

Date:

Account of procedures followed:

Signed: