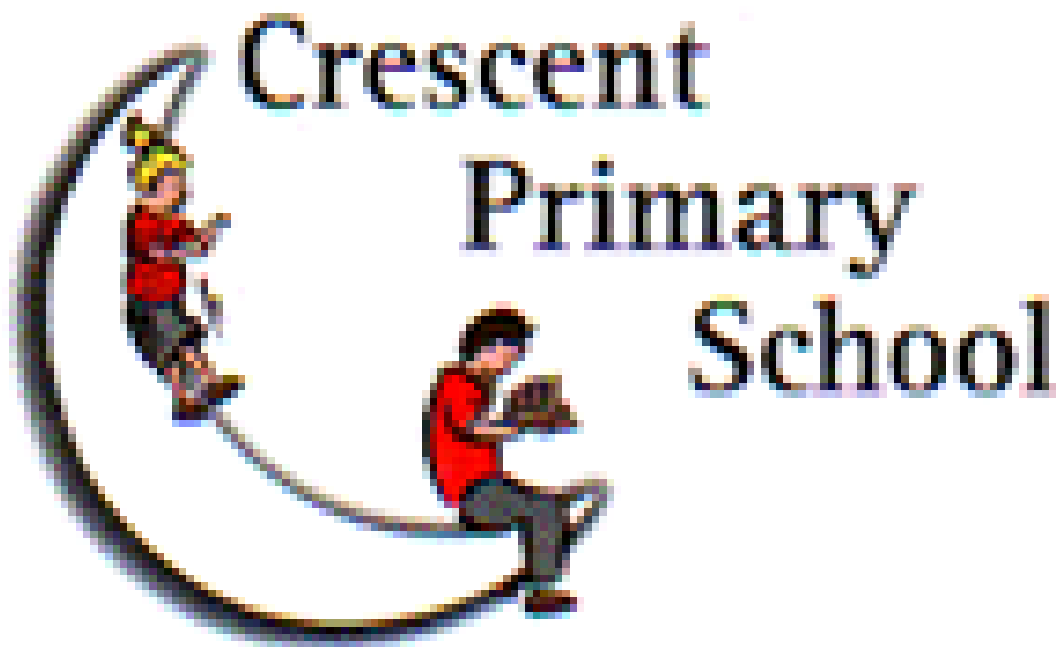


Late Collection from School Policy



Approved by:

Strategic Development
and Pupils Committee

Date: Summer Term 2024

Last reviewed on:

New Policy

Next review due by:

Summer Term 2027

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. Crescent Primary 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 are asked to supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- At the very minimum at least 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 whenever circumstances change.

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 3.20 pm
- Teaching & Learning staff and children will remain in their classrooms until 3.30 pm
- At 3.30 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 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 (MIS) Scholarpack.

Procedure for when a child is not collected by 3.30pm:

- Children will be placed in wraparound care and supervised by staff until collected by the adult.
- Parents/carers will be charged for the supervision at wraparound care based on the current session charges agreed in the Wraparound Care Policy and Charges & Remissions policy. For example, a child is placed in WAC at 3.30pm and collected between then and up to 4.30pm will be charged for 1 session and later than 4.30pm will be charged for 2 sessions.

(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.)

After School Clubs

All clubs finish by 4.20pm. Children must be collected by the agreed time stated on the permission slip.

- On the first occasion when a child is not collected on time, the parent/carer will be reminded about the club's finishing time.
- On subsequent occasions, the child / children will be placed in WAC and parents will be charged for the supervision at wraparound care based on the current session charges agreed in the Wraparound Care Policy and Charges & Remissions policy.

The charging procedures contained within this policy will not be followed where School 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 Nottinghamshire'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

Adults who have permission to collect children from school are on the 'contacts' list on Scholarpack for individual children.

If an adult who is not named on the contacts list attempts to collect the child (if the school haven't been informed of this by parents / carers) 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.