



# **The Rosary Trust**

## **A Catholic Education Trust**

### **Late collection of children policy**

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# **The Rosary Trust**

## **Late collection of children policy**

### **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. Our schools recognise 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. We recognise that the majority of parents collect their children on time and occasionally there are incidents beyond their control which mean they are going to be late. This policy addresses persistent lateness.

On admission to the School, parents should supply:

- 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.

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:

- Teachers and children will remain on the playground for 10 minutes after school finishes;
- The children will then be taken to the office for collection;
- Teacher training sessions and meetings begin 15 minutes after the end of the school day;
- Late collection policy applies 15 minutes after school ends.

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 15 minutes after the end of the school day (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).

Procedure for when a child is not collected on time:

- On the first occasion, a record will be kept.
- On the second occasion, the parent/carer will be asked to meet with the class teacher or a senior member of staff and will receive a letter. Again a record will be kept.
- On the third occasion, the parent/carer will be asked to meet with the Deputy or Headteacher and will receive a letter. Again a record will be kept.
- On any subsequent occasion the parent/carer will be charged £10 per 30 minutes, per child.

(There will also be a charge if parents phone the school to say they are running late but

children are still not collected on time.)

After School Clubs

All clubs - 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 the second 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.
- Late collections for clubs will be reviewed termly.

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).