



Love God, Love each other, Love Learning

Sacred Heart RC Primary

Late Collection Policy September 2019

Policy Aim:

This policy aims to ensure that all children are collected on time and that where this is not the case there are clear procedures in place.

When children are not collected on time from school they often feel an increasing level of anxiety and distress as they are unsure of the circumstances.

There is also an impact on the school when children are not collected on time as this requires a member of staff to supervise the children which incurs costs to the school.

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
- Handover of Pupils Policy
- Charging and Remissions Policy

Late Collection Procedure

School finishes at 3.00pm and whilst, we appreciate that on occasions parents might be unavoidably delayed, these occasions **should be rare**.

When a child is not collected at 3.00pm they will be escorted by the teacher to the HLTA who will take over supervision of the pupil and inform the office who will make contact with the parent or next person on the pupil's emergency contact list.

The office staff will remain in contact with the HLTA who will manage the situation in order that the pupil does not suffer any additional distress.

Any child collected after 3.10pm, must be signed out using the school's electronic system.

When a child is not collected at 3.00pm, on the first occasion, a record will be kept.

On the second occasion a letter will be sent to parents.

On any subsequent occasion, the parent will be charged £5.00 per child for late collection.

Non-collection procedure

The school will continue to try and contact the parents and named emergency contacts in the event of a non-collection.

A detailed record of the action taken, and the calls made, will be kept.

Under no circumstances will staff members go and look for the parents.

A staff member will supervise the pupil at all times.

If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour since the original collection time – the end of the school day or at 4.30pm if it was pre-arranged for a pupil to attend a school club – the school's child protection procedure will be followed and children's services and the police will be contacted.

A member of staff will stay with the pupil until children's services arrives.

Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the school and parents.

This policy will be reviewed September 2020



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RE: Non-collection of pupil

Dear

As you are aware, name of child was not collected from school on **day/date** and we were unable to contact you, or the emergency contact, via the details you provided to the school.

I would like to remind you that, in the event of non-collection of a pupil, name of school must work in accordance with child protection procedures. For this reason, children's services and the police were made aware of the situation on date.

I hope the reasons for the late collection of your child are not serious, but I encourage you that if you are experiencing difficulties collecting your child on time, or arranging transportation for them, please do come in and speak to either myself or your child's teacher and we can discuss ways in which we may be able to help.

Kind regards,

Mrs P Dungworth

Headteacher