

# Alumwell Infant School



Learn, Grow and Achieve

## Late Collection of Children Policy

Signed by The Chair of The Governing Board:	<b>Signed copy available in school office.</b>
Date policy ratified by governing body:	<b>10<sup>th</sup> September 2025</b>
Date of policy's review:	<b>September 2026</b>
Review Schedule:	Annual
Policy Author:	Chuckery Primary

## Late collection Policy Overview

Late collection of children at the end of their school or nursery day causes significant disruption and increased staff costs. Although many staff members remain on site after the end of the school day they are not available to provide child care as they need to be able to attend training, meetings or carry out essential marking and lesson preparation.

Therefore, where parents are late collecting their children the Governors agree that a late collection charge will be applied. This charge will be applied to all instances of late collection unless there are exceptional circumstances which have been fully explained to the Head teacher or a member of the Senior Leadership Team and they have agreed to waive the charges. (Exceptional circumstances will not include stuck in traffic or bad weather).

Parents who are not able to collect their child as planned due to emergencies or unforeseen circumstances must inform the school (office phone 01922 720886) so that back-up procedures can be implemented.

### Procedures where a child is not collected on time

If a child is not collected from school, the procedure we will follow is set out below:

- 1) Children will stay with their class teacher, at their designated collection point until **10 minutes** after the end of the session
- 2) After the 10 minutes has passed the child will be taken to the Leadership office and the member of staff accompanying the child will inform the school office that the child has not been collected
- 3) The school office will attempt to contact the nominated parents/carers on the phone numbers provided. (The child will not leave the premises with anyone other than those named on the nominated person form and/or with written permission from the parents/carers).
- 4) If we have been unable to contact with parents/carers within **45 minutes** of the end of the session or the club we will report the situation to Social Services, who will decide on the best course of action.

Two members of staff will wait until the child is safely collected either by the parents or by a social worker. Social Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.

- 5) A full written report of the incident will be recorded in the incident book.

## **Charges**

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

- School finishes at **3.20 pm**
- Teachers will remain at the collection point until **3:30 pm**
- At **3:30pm** children will be taken to the office for collection
- From 3:30pm a charge of **£5 per 5 minutes** (or part thereof) will be payable for each child remaining in the office.