Learning and caring together,
building a firm foundation for the future

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<th>Last reviewed on:</th>
<th>January 2020</th>
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<td>January 2021</td>
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Respect    Honesty    Love
**Policy Aim:**

To ensure all children are collected on time.

Children who are collected late often feel an increased level of anxiety and distress as they’re unsure of their parents’ location and worry about their carer’s safety.

Late collection of pupils also impacts the school’s finances. The member of staff supervising the pupils after school is doing so outside of normal working hours and must be paid additionally for this work. The school is unable to sustain additional staffing costs.

**Reasonable Circumstances**

If a parent/carer has an emergency, e.g. car accident, illness, flooding etc. that makes them unable to collect their child promptly at the end of the school day 3.30, the parent/carer must call the school immediately.

**Procedure for when a child is not collected by 3.40 p.m.**

**We will:**

1. check for any information regarding changes to the normal collection routines.

2. attempt to contact parents/carers by home/work/mobile phone.

3. if unsuccessful in contacting primary carer, telephone the next authorised adult/emergency contact recorded on pupil’s registration form.

4. record pupil’s name in the school’s ‘Late Book’.

5. send a ‘Late’ letter to parents/carers.

6. a fine of £1.00 per 5 minutes per child will be imposed after three late sessions. For example, if a child is picked up at 4.00 p.m., i.e. 30 minutes late, a fine of £6.00 per child is payable to the school.

7. The school’s office clock will be used to determine times.
Procedure for when a child is not collected by 4.00 p.m.

We will:

a. Contact the appropriate authorities e.g. Police and or Front Door Services Kent.

b. complete Safeguarding Form.

c. ensure that a member of staff stays at school until the child is safely collected either by parents or any other appropriate person.

d. impose a fine of £1.00 per 5 minutes per child.

Procedure for when a child is not collected promptly at end of After School Club

We will:

1. attempt to contact parents/carers by home/work/mobile phone.

2. if unsuccessful in contacting primary carer, telephone the next authorised adult/emergency contact recorded on pupil’s registration form.

3. contact appropriate authorities e.g. Police and or Front Door Services Kent.

4. complete a Safeguarding Form.

5. ensure that a member of staff stays at school until the child is safely collected either by parents or any other appropriate person.

6. impose fine of £1.00 per 5 minutes per child.

7. remove pupil from After School Club.
Appendix 1

Late Collection Letter

[Name of Parent/Carer]

[Address]

[Address]

[Post Code]

[Date]

Dear [parent/carer]

Unfortunately, [child] was collected late from school on [date]. Please be reminded that in order to safeguard the welfare of your child, the School is must implement the Late Collection of Pupils Policy for pupils not collected on time at the end of the school day.

If you’re:

1. regularly late in collecting your child, or
2. more than 30 minutes late in doing so
we are required to contact Kent County Council - Social Services to report this. If, after 45 minutes you cannot be reached, Social Services may make arrangements for your child to be taken to a safe place.

Though the tone of this letter may be perceived as heavy, I must inform you that I’m required by law to safeguard our pupils and this policy supports us with this.

Please do speak to either myself or your child’s teacher if you’re currently experiencing difficulties in collecting your child, or if you would like to discuss this further.

Kind regards

Mrs. D. Gibbs-Naguar

Head Teacher