



# **LATE COLLECTION POLICY**

Policy adopted by Full Governing Board  
January 2020



## Late Collection Policy

### **Aim**

We aim to provide a safe and caring environment. In the event that a child is not collected or collection is delayed, they will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed. In the event that an authorised adult does not collect a child, we put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

### **Methods**

Parents of children starting in the school are asked to provide specific information, which is kept in our data file in the office, including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile phone number (if applicable)
- Names and telephone numbers of emergency contacts who are authorised by the parents/carers to collect their child from the school e.g. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is notified immediately. When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher.

### **Procedures**

- We inform parents that if children are not collected at the end of the day, we follow the following procedures:
  - In the event that the parent/carer is running late or has made alternative collection arrangements with a friend/relative, they should ring the school to advise us of those changes so that both the teacher and child are aware.
  - If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:
    - Messages are checked to see if there are any changes to the end of day arrangements.
    - If the child has not been collected after 10 minutes the child will be taken to the Twilight Club.

The normal school day operates between the hours of 9:00am (gates open from 8:45am) and 3:15pm or 3:20pm (dependant on year group). After-school clubs' times are communicated to parents at least termly. The Twilight Club operates between the hours of 3:30pm and 5:30pm (5:00pm on Friday). All children must be collected before the clubs close. Whilst we appreciate that on occasion you might be delayed, there are additional costs involved where children are not collected on time.

### **Charges for late / non-collection of children**

Under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school

within a reasonable time after the close of the school day or after school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date.

The governing body has decided that, except in emergency situations, where children are not collected from the school within ten minutes after the school day or after-school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

## **Procedures for Non-Collected Children**

### **Late Collected Children**

- School finishes at 3.15pm (Reception & Years 1-2), or 3.20pm (Years 3-6)
- Teachers will remain in the playground or in classroom until 10 minutes after this time.
- After 10 minutes any uncollected child will be taken to the Twilight Club to await collection
- After 10 minutes a charge will be payable for each uncollected child remaining in the Twilight Club at a rate of £3 per child until 4.00pm. If the child is collected after this time the full Twilight Club fee until 5pm becomes payable for each child as detailed on the school website.

### **After-School Clubs**

- Clubs finish at the time advertised in the club's letter
- Staff will remain with the children until 10 minutes after the club finishes
- After 10 minutes any uncollected child will be taken to the Twilight Club to await collection
- After 10 minutes a charge will be payable for each uncollected child remaining in the Twilight Club at a rate of £3 per child for the next 10 minutes, after which time the full Twilight Club fee until 5pm becomes payable for each child as detailed on the school website.
- Where children are collected more than 10 minutes late from a school-run after-school club on two occasions they will automatically lose their place at after school-clubs for the rest of the academic term.

### **The Twilight Club**

- Twilight Club finishes at 5.30pm (5:00pm on Friday)
- Staff will remain with the children until 5.35pm (5:05pm on Friday)
- From 5.35pm (5:05pm on Friday) a charge of £5 will be payable for each uncollected child.
- Any children who are booked in until 5:00pm, but remain uncollected at 5:05pm will incur the additional charge until 5:30pm as detailed on the school website.

### **Non-Collected Children (after 5.35pm, 5:05pm on Friday)**

- Attempts will be made to contact parents on available numbers, but if no contact is made by 6pm (5.30pm on Friday) then Social Care will be contacted.

## The Charging Arrangements

In cases where a child is not collected within ten minutes of the end of the school day or after school activity, without reasonable excuse, a charge of £3.00 will be payable for each child remaining in the Twilight Club until 4pm, after which the full Twilight Club fee until 5pm as detailed on the school website becomes payable. A letter will be sent advising you of the 'Late Collection Charge' and reminding you to collect your child from school at 3.15pm (Reception, Years 1 & 2 pupils only) and 3.20pm (Years 3-6) or at the end of an after-school club/Twilight. (See Appendix 1). The incident will be logged and the Headteacher informed.

On the second late collection, without reasonable excuse, in addition to the late collection charge the parent/carer will be sent a letter advising them that should they be late once more they will forfeit their child's place within the after-school club (if appropriate) or in the case of the Twilight Club consideration will be given to its continued use. (See Appendix 2). The incident will again be logged and the Headteacher informed.

On the third late collection, without reasonable excuse, in addition to the late collection charge the parent/carer will be sent a letter advising them that their child will no longer be able to attend the after-school club (if appropriate). In the case of the Twilight Club, the parent will be invited in to explain their lateness and a decision will be made on their future use of this facility. (See Appendix 3). The incident will again be logged and the Headteacher informed.

## Little Popples late collection procedure

When parents fail to collect their child/(ren) from pre-school on time, it can be distressing to the child/(ren) and causes considerable disruption to staffing.

We appreciate that sometimes there may be circumstances beyond parent/carer control affecting the prompt collection of children. If you know you are going to be late collecting the child/(ren) in our care, please call at the earliest opportunity and discuss with the manager/deputy manager arrangements for the collection. Please note that a late stay fee will still be chargeable, unless agreed otherwise, for example, in exceptional circumstances.

Therefore, the following charges will be implemented:

An initial £10.00 will be levied for late collections up to a maximum of £30. If you are late collecting your child, they will be cared for, where possible, by their key person and a senior member of staff. Your child will be inside the school building and reassured by the staff members. Any specific needs will be addressed.

Unreasonable and/or persistent lateness may regrettably result in the pre-school terminating your place.

Our session times are as follows:

Day	Session times
Monday – Friday	9.00 am – 12.00 pm
Monday – Friday	12.00 pm – 3.00 pm
All day session	9.00 am – 3.00 pm

## Appendix 1

Date XX

To the Parent of \_\_\_\_\_

Dear Parent

First Occasion of Late Collection

I am writing to advise you that you have incurred charge of £\_\_\_\_\_ today as you did not collect your child(ren) until \_\_\_\_\_pm.

The governing body has agreed that charges will be applied for late collections, in accordance with the school's Late Collection Policy (a copy of which is enclosed).

As we are now a cashless school, this fee is payable using our online system. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child/ren concerned.

The School's Designated Lead for Child Protection will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.  
Yours sincerely

Mr A Pope

Headteacher

To the Parent of \_\_\_\_\_

Dear Parent

Second Occasion of Late Collection

I am writing to advise you that you have incurred charge of £\_\_\_\_\_ today as you did not collect your child(ren) until \_\_\_\_\_pm.

This is the second such incident. If you are late collecting your child again you will automatically lose your child's place in the after-school club (if appropriate). In the case of the Twilight Club you will be invited to attend a meeting to explain the lateness and a decision will be made on their future use of this facility.

The governing body has agreed that charges will be applied for late collections, in accordance with the school's Late Collection Policy (a copy of which is enclosed).

As we are now a cashless school, this fee is payable using our online system. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child/ren concerned.

The School's Designated Lead for Child Protection will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.  
Yours sincerely

Mr A Pope

Headteacher

## Appendix 3

Date XX

To the Parent of \_\_\_\_\_

Dear Parent

Third Occasion of Late Collection

I am writing to advise you that you have incurred charge of £\_\_\_\_\_ today as you did not collect your child(ren) until \_\_\_\_\_pm.

This is the third such incident and, in accordance with our Late Collection policy, has resulted in your child(ren) losing their place in the after-school club (if appropriate). In the case of the Twilight Club, I would like to meet you on \_\_\_\_\_ to discuss this.

The governing body has agreed that charges will be applied for late collections, in accordance with the school's Late Collection Policy (a copy of which is enclosed).

As we are now a cashless school, this fee is payable using our online system. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child/ren concerned.

The School's Designated Lead for Child Protection will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.  
Yours sincerely

Mr A Pope

Headteacher