



Aim

We aim to provide a safe and caring environment. In the event that a child is not collected or 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 a child is not collected by an authorised adult, 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 telephone number (if applicable)
- 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.

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 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 office staff should take the following steps:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/ carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait near the office under adult supervision

After School Childcare Providers

The school is able to signpost parents to providers who offer school collection and after school childcare arrangements. Details are available from the school office. Please note the school is not able to endorse these providers.

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 the school within a reasonable time after the close of the school day or after school activity. Please refer to our Charging and Remissions Policy. 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 also 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 fifteen 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 emergency situations 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.

The Charging Arrangements

On the first and second late collection within a term, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school at 3.15pm. If the child is collected late a third time, an invoice will be issued as follows: The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

In cases where a child is not collected within fifteen minutes of the end of the school day or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non- collection and then £10.00 thereafter for each thirty minute period or part thereof that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

If the child has not been collected after one hour (4.15pm) and no contact has been made or arrangements agreed we will follow our Child Protection Procedures for uncollected children.

Procedures for Non-Collected Children

Late Collected Children

- All late collected children will be recorded in the "late book."
- When the parent does collect their child, they must sign them out as a record of the late collection.
- Where a child has the first recorded late collection in one school year a letter will be sent home to the parents. (see appendix A)
- For any subsequent late collections in a school year the appropriate charge will be actioned.

After School Clubs

- Where children are collected more than 15 minutes late from a school-run after-school club on three occasions the appropriate charge will be actioned.
- If children are collected late or not collected, the Procedures for Non-Collected Children will apply.

Non-Collected Children

- Under no circumstances are the staff to look for the parent, nor do they take the child home with them.
- If there has been no contact made after one hour, or no staff available on the premises, the police will be telephoned and given the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.
- Children's Social Care may also be informed
- If the police can not locate an appropriate adult to come for the child, they will notify children's social care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
- Should the parent fail to collect the child before 4.45pm then the head teacher will ensure that the child is taken to the police station or the allocated after hours social care.
- The police may decide to take the police protection order (PPO) as part of this process.
- If there are two or more such episodes within a six week period, staff will make a referral to Children's Social Care.
- A full report of the incident will be written and placed in the child's school file.

Persistent Late Collection

If a family is persistently late in collecting a child then the head teacher will consider taking further action that may include a referral to the Multi Agency Safeguarding Hub.

Signed on behalf of the Governing Body:  (CHAIR OF GOVERNORS)

Date adopted: 04-10-2018

Date for review: OCTOBER 2021

Parent Notification Letter Template

Dear Parent / Carer of

I am writing to you regarding the number of times your child has been collected late from school this half term. Your child has been collected late on [Insert] or more occasions this [Insert]. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child/ren concerned.

If your child continues to be left uncollected after the end of the school day, the governing body has agreed that charges will be incurred. In cases where a child is not collected within fifteen minutes of the end of the school day or after school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty minute period or part thereof that the child is not collected. The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to further action being taken.

If all reasonable attempts have been made to make contact with parents, carers or any other nominated person, and these have failed then the school will contact the police and / or the Children's Social Care Team.

The School's Office Staff 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.

This letter is intended only to make you aware of the problem so you can begin to address it. I look forward to an improvement in the situation.

Yours Sincerely,

Mrs Sawtell-Haynes

Headteacher