



St Anne's Catholic Primary

Late Collection Policy

The school staff are responsible for the children during school opening hours. These are 8.45am - 3.15pm. Our 'Out of School Club' is open from 7:45am to 8:45am and 3:15pm to 5:15pm weekdays.

Parents of children starting in the school are asked by the School Office administration 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)
 - Email address (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. 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. This is updated annually via the data collection sheets.

If the parent/carer has an emergency whereby they are unable to collect their child at the end of the school day by 3:15 or from our afterschool club by closure time, the school must be informed immediately (School Office 01744 671909 or 671908 Please leave a message -this will be picked up). If a parent/carer is incapacitated e.g. serious illness, car accident etc. we accept that you may be unable to inform the school of the situation immediately.

If children are not collected at the end of the day at 3.15pm or at the end of an extra- curricular club we follow these procedures:

1. Messages are checked to see if there are any changes to the end of day arrangements.
2. Parents/ carers are contacted at home or work
3. If this is unsuccessful other authorised adults are contacted
4. In the meantime the child will wait under adult supervision
5. If the child is not collected after 15 minutes they will be put into after school club for which parents/carers will be charged
6. If the child has not been collected after one hour we will follow our Child Protection Procedures and contact the Local Social Services and /or the Police
7. Social Services/The Police will aim to find the parent/carer or relative and if unable to do so will follow their procedures.

If children are not collected from afterschool club by 5:15pm we follow these procedures:

1. Messages are checked to see if there are any changes to the end of day arrangements
2. Parents/ carers are contacted at home or work
3. If this is unsuccessful other authorised adults are contacted
4. In the meantime the child will wait under adult supervision
5. If the child has not been collected after half an hour we will follow our Child Protection Procedures and contact the Local Social Services and /or the Police
6. Social Services and /or the Police will aim to find the parent/carer or relative and if unable to do so, they will follow their procedures.

NB Under no circumstances will staff go to look for the parent, nor take the child home with them. A full written report of the incident will be recorded by the school on the CPOMS system.

Following a Late Collection

- All late collected children will be recorded.

- Where a child has 3 recorded late collections of significance in one half term the class teacher will speak to the parents and advise.
- Where there is no improvement in late collection, a meeting will be convened with the class teacher and the Departmental Lead (SLT).
- If there is no further improvement then a meeting will be convened with the Headteacher and Pastoral /family support may be advised at this stage.
- Where children are collected more than 15 minutes late from an extra-curricular club (e.g. football, choir etc) on two occasions within the allocated sessions for that particular club, we reserve the right to remove their place at that club.
- If this is repeated for other clubs attended by the child, we reserve the right to stop any further club attendance until assurances can be agreed that the child will be picked up at the right time.

Policy reviewed January 2022

Next review January 2023