

# Lancasterian Primary School



## Late Collection of Children Policy

Version No.	Date	Approved by	Review Frequency	Review Date
2	October 2021	SLT	+ 3 Years	October 2024

### Introduction

Lancasterian Primary recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity (e.g. extra-curricular club or after school provision).

The protocol will be brought to the attention of parents/carers when their child starts school, be sent to all parents/carers when updated and be available on the school website

### Procedure

1.) On admission of their child to the school/afterschool club, parents/carers should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility);
- home and work telephone numbers;
- mobile phone numbers where appropriate; and
- the emergency contact details for someone who may be called in the event of the parents/carers being unobtainable or in the case of an emergency.

This information should be updated whenever circumstances change.

2.) It is the parent/carer's responsibility to ensure that their child is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late, however the steps below will still apply.

3.) For reception to year 6 children, school finishes as 3:30pm. Children should be collected from their teacher/TA in the relevant playground. Teachers/TAs will wait with the children in the playground for the time it takes for collecting parents/carers to be matched up with their children to go home. Once all parents/carers have collected their children, any remaining children will be taken to the school foyer to be looked after by a member of the admin team.

4.) Whilst we appreciate that on occasion parents/carers may be delayed, there have been a number of incidents that have resulted in staff having to stay well after their contracted hours. In order to cover the additional costs of staff time for staying with the children beyond their contracted hours, the following charging procedure will apply (this policy is in line with the after school club late collection charges in the Extended Services Policy):

- For any child collected from the foyer, the parent will be charged a late collection fee. This fee will be £8.00 for each 15 minute block. For example: if your child is collected 3 minutes late, the charge will be £8.00 (because this is within the first '15 minute late' block); if your child is collected 17 minutes late, the charge will be £16.00 (because this is within the second '15 minute late' block).
- If payment is not made within one week, then the child concerned will not be permitted to attend any future extra-curricular or after school clubs until the debt has been settled.

5.) All parents/carers will be given one late goodwill gesture per year, i.e. the first late collection in any school year will not be charged for (this will be recorded and monitored).

## **Nursery Children**

The morning nursery session finishes at 11:45am and the afternoon session finishes at 3:45pm. Once all parents/carers have collected their children, any remaining children will be looked after by a member of the nursery team. Parents collecting their child late will be charged as above. A morning collection lateness of more than 20 minutes will also mean that your child will require a school lunch, for which parents/carers will be additionally charged.

## **Children Attending Extra-Curricular Clubs**

For children attending extra-curricular clubs (e.g. music, sports, booster clubs, etc.) the same charging procedure will apply as above. Parents/carers will be expected to collect their child on time at the end of the club from the club leader. Any children who have to be handed over to the administrative assistant in the foyer due to late collection will be charged for. As above, all parents/carers will be given one late goodwill gesture per year, i.e. the first late collection in any school year will not be charged for (this will be recorded and monitored).

## **Children Attending After School Club**

Please see the Extended Service Policy, which outlines equivalent late collection procedures and charges.

## **Uncollected Children**

If a child is not collected by a parent/carer after the school day or approved activity, the Head Teacher or Designated Person will be notified. Every effort will then be made to contact the parent/carer or, failing that, the emergency contact.

In the case of a pupil not being collected and no contact being made by 4:30pm, the school will ring Children's Social Care to discuss the concerns and ask advice. This will allow the Social Care Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child.

If attempts to contact a parent/carer are still unsuccessful, the school and Children's Social Care will jointly take responsibility for arranging for children to be transported to the Children's Social Care, (or other appropriate venue) who will arrange a place of safety. This is considered to be a last resort and parent/carers should do their best to ensure that this is not necessary. Children's Social Care will notify the school of the child's placement and provide contact details as appropriate. It will be the intention to return the child to the parents/carers at the earliest opportunity.

The School's Designated Person 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.