

Oak Hill First School



Late Collection Policy

July 2018

Policy Aim

- To minimise the emotional distress that some pupils may experience if not collected on time.
- To enable staff to attend training, meetings and carry out core tasks by ensuring timely collection of children.

From September 2018 Governors are imposing a late collection charge for children who are not collected from school on time.

The late collection policy will operate the following time timetable from the end of the school day.

School Day finishes at 3.05pm for Reception to Y4 pupils and 11:30am/3.15pm for Nursery.

Nursery: If children aren't collected from the nursery room by 11:35am/3:20pm they will be escorted to the Office where the receptionist will register them as a late collection and contact parents/carers.

Reception: Teachers will remain at their external classroom gate until 3.10pm. Children who are not collected by 3.10pm will be escorted to the Office where the receptionist will register them as a late collection and contact parents/carers. Staff will supervise and support pupils until the appropriate adult has collected.

KS1/2: Teachers will remain in the playground until 3.10pm. Children who are not collected by 3.10pm will be escorted to the Office where the receptionist will register them as a late collection and contact parents/carers.

On the second occasion where there is a late collection in a term, charges will apply and the school will keep records of this and invoice parents/carers accordingly. A late fee of £3 will be charged to parents, for children who are still in school between 3.10pm – 3:25pm with an additional fee of £3 for every 15 minutes thereafter. At 4pm, Worcestershire Children's Services will be contacted.

If there are no collection arrangements in place by 5pm two members of staff will take the pupil to the nearest police station.

Please note the Designated Safeguard Lead is notified of

- a) Any cases where a failure in collection has resulted in a charge
- b) Regular cases of late collection (3 in a half term)
- c) All repeated occurrences of late collection regardless of whether it takes place at school or an enrichment club over the course of a term.

Enrichment clubs finish at 4.00pm

Children not collected at 4.00pm will be taken to the office where the office manager will supervise them, register them as a late collection and contact parents/carers.

On the second occasion where there is a late collection in a term, charges will apply and the school will keep records of this. A late fee of £3 per 15 minutes, will be charged to parents, for children who are still in school between 4:05pm-4:20pm. Parents will be invoiced for this charge.

At 4:30pm Worcestershire Children's Services will be contacted.

If there are no collection arrangements in place by 5pm two members of staff will take the pupil to the nearest police station.

Ratified by the Full Governing Body in July 2018

Initial review March 2019