St Andrew's CE Primary School

At St Andrew's we **BELIEVE** all God's children should flourish in every area of their lives. Our broad and balanced curriculum **INSPIRES** the whole child with their unique talents, encouraging them to develop self-respect and high aspirations. We help them to **ACHIEVE** their full potential through active and creative learning that will develop their knowledge, skills and understanding with our supportive community.

'With God all things are possible' (Matthew 19:26)

Late Collection Policy

Date approved September 2024

Date of review September 2025

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Introduction

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 (person over the age of 16 who has been nominated by the parent/carer) we put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

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)
- 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. 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 below 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 staff should take the following steps:

- Messages are checked to see if there are any changes to the end of the day arrangements
- The school clubs and the after-school clubs register are checked to ensure the child is not booked on
- 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 Club Provision

We have a provision at our school that starts at 3.20pm to 6.00pm for all parents to book at a charge. If we have children that have not been collected after 3.30pm, and all the procedures have been followed, the children will be put in this provision and automatically the cost of the first session will be charged to the parent. If the child remains in the provision for following sessions, then these will be charged too.