



LEIGHSWOOD SCHOOL

Late Collection Policy

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Late collection Policy Overview

Late collection of children at the end of their school or nursery day causes significant disruption and increased staff costs. Although many staff members remain on site after the end of the school day, they are not available to provide child care as they need to be able to attend training, meetings or carry out essential marking and lesson preparation.

Therefore, where parents are late collecting their children, the Governors agree that a late collection charge will be applied. This charge will be applied to all instances of late collection unless there are exceptional circumstances which have been fully explained to the Executive Head teacher or a member of the Senior Leadership Team and they have agreed to waive the charges. (Exceptional circumstances will not include stuck in traffic or bad weather). Parents who are not able to collect their child as planned due to emergencies or unforeseen circumstances must inform the school (office phone 01922 743621) so that back-up procedures can be implemented.

Procedures where a child is not collected on time

If a child is not collected from school, the procedure we will follow is set out below:

- 1) Children will stay with their teacher, at their designated collection point until 10 minutes after the end of the session
- 2) After the 10 minutes has passed, children over 3 years will be taken to Tea Club and the charge of £10 for the session will be incurred. For children under 2, they will remain with the teacher and charged £5 per 5 minutes (or part of) will be payable for each child
- 3) The school office will attempt to contact the nominated parents/carers on the phone numbers provided. (The child will not leave the premises with anyone other than those named on the nominated person form and/or with written permission from the parents/carers).
- 4) If we have been unable to contact with parents/carers within 45 minutes of the end of the session or the club we will report the situation to Social Services, who will decide on the best course of action. Two members of staff will wait until the child is safely collected either by the parents or by a social worker. Social Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- 5) A full written report of the incident will be recorded in the incident book.

Charges

For Key Stage 1 and Key stage 2 the late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.15 pm
- Teachers will remain at the collection point until 3:25 pm
- At 3:25pm children will be taken to the Tea Club and a charge of £10 will be made

For Nursery the late collection policy will operate to the following timetable from the end of the morning session:

- Nursery morning session finishes at 11:45am
- Teachers will remain at the collection point until 11:55 am
- At 11:55am children will be taken to the office for collection
- From 12:00pm a charge of £5 per 5 minutes (or part thereof) will be payable for each child remaining in the office.

For Nursery the late collection policy will operate to the following timetable from the end of the afternoon session:

- Nursery afternoon session finishes at 3:15pm
- Teachers will remain at the collection point until 3:25 pm

- At 3:25pm children 3 years and over will be taken to the Tea Club and charged £10 for the session. For children under 3 years, from 3:30pm a charge of £5 per 5 minutes (or part thereof) will be payable for each child remaining in the office.

For After School Clubs the late collection policy will operate to the following timetable from the end of the session:

- After School Club sessions finish at 4.30pm. Children are brought to the office reception area for collection.
- From 4.35pm, children will be taken to the Tea Club and £10 charge for the session will be incurred.

For Tea Club the late collection policy will operate to the following timetable from the end of the session:

- Tea Club sessions finish at 5.30pm. There will be a charge of £5 per 5 minutes (or part thereof) for each child remaining after 5.45pm

For all other late collections following after school activities, residential, school trips etc the late collection policy will operate to the following timetable from the end of the session:

- Parents will always be notified of the time that they are due to collect their child from school and will be kept updated by text message if there are any changes.
- Children will be taken to the school office for collection and stay with the nominated member of staff until 10 minutes after the notified collection time.
- If the child has not been collected within the 10 minutes, then they will be taken to Tea Club and a charge of £10 for the session will be incurred.

The office clock will be used to determine the cost. An invoice will be sent out to the parents the following day for prompt payment.

Parents have the right to appeal the decision to impose a charge. Any appeal must be in writing and received within 5 days working days. It should fully outline the reason for the appeal and be brought into school addressed to the Chair of the Governors appeals committee.

If the invoice is not paid, or an appeal received, after 7 days a reminder letter will be sent. If payment is not made within a further 14 days, the school will proceed to a claim through the small claims court.