

St Thomas More Catholic Primary School

Late Collection Policy

Aim:

St Thomas More Catholic Primary School aims to provide a safe and caring environment. If a child is not collected, or collection is 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 followed. In the event that an authorised adult does not collect a child, we will put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

Methods:

Parents/carers of children starting in the school are asked to provide specific information, which is kept in on our data management system, 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 emergency contacts who are authorised by the parents/carers to collect their child from school e.g. relative, childminder, 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 day arrangements, we ask that parents inform the school office. We inform parents that if children are not collected at the end of the day, we follow the following procedures:

In the event that the parent/carer is running late or has made alternative arrangements with a friend or 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 they have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following action:

- Parents/carers are contacted at home or at work
- In the meantime, the child will remain with a member of staff until 3:30pm
- After 3.30pm, the child will be taken to the After School Club provision **where a charge will be made to the parent/carer**
- Under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date. The governing body has decided that, except in emergency situations **(be advised**

that traffic does not count as an emergency situation), where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent or carer in line with our After School Club provision. [St Thomas More Primary School \(st-thomasmore.medway.sch.uk\)](http://st-thomasmore.medway.sch.uk)

The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child. Failure to pay will lead to further action being taken.

Where there is no improvement in late collection, a phone call or meeting will be arranged with our Pastoral Manager. If it still does not improve, a referral to the local authority's children's social care team may be made.

If the school is unable to contact the parent or there has been no contact from the parent and the school is closing, the police will be contacted and your child's details will be given. If the police cannot locate a parent, children's services will be contacted.

Review Date: May 2024

Next Review Date: May 2026