

## **JUNIOR SCHOOL LATE COLLECTION POLICY**

### **Aim**

- To minimise the possibility of late collection
- To establish clear procedures in the event that a child is not collected at the end of the school day
- To follow up the non-collection to minimise the possibility of it happening again.

### **Procedures to be followed in the event of late collection**

Parents are expected to collect their children by the end of the school day at 3.30pm or between 4.15pm to 5.15pm (or 6.15 if the child is over 8 years of age) if their child attends the Extended Day facility.

If a parent is aware they are going to be late they should try to find somebody else to collect their child, and inform the school of this change in collection arrangements.

If parents are unable to find somebody else to collect, they should telephone the Junior School so that we are aware there is a problem.

### **In the event of a child not being collected from the Junior School at the expected time. and no contact has been made by the parents/carers, the following procedure will apply:**

The class teacher will take the child to the Junior School Office and, once they have reassured the child, will try to telephone the parents on all the telephone numbers given on the contact forms .If unsuccessful, the emergency contact number of a friend or family member should be called.

If all these measures have been taken, the member of staff should contact Social Services out of hours emergency team on: **01344 786543**

### **In Conclusion**

Sometimes delays are unavoidable, but it is expected that parents/carers will telephone the school on these rare occasions. Persistent lateness in collecting a child is taken very seriously as it is not in the best interest of the child. In the event of a child being collected late repeatedly, parents/carers will be asked to revise their collection arrangements.

***Reviewed: 01.11.11***

***Reviewer: Helen Donnelly***

***This policy must be reviewed no later than: 01.11.12***