

LVS ASCOT

JUNIOR SCHOOL LATE COLLECTION POLICY

This policy should be considered in conjunction with the school Safeguarding and Child Protection policies.

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 for Reception or 4.00pm for Years 1-6. Alternatively parents should collect their children after the co-curricular clubs have finished at 5.00pm or at the agreed pick-up time for Extended Day.
- If parents are unable to collect their children by the end of the school day, they should telephone Junior School Reception to advise the school of the change in circumstances.
- If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers.
- If there is no answer, Junior School Reception (If it is before 5.30) the Head of Infant and Junior School or SMT member on duty will begin to call the emergency numbers for the child.
- All children not collected at the agreed time will attend Extended Day, for which parents will be charged.
- If no contact is made within the school regarding late collection by 6.15pm, Social Services out of hours' emergency team will be contacted on 01344 786543.
- We will make a full written report of the incident and continue to care for the child until the situation is resolved.
- The Head of the Infant and Junior School will make contact with the parents to investigate the reasons for the late collection and try to ensure it is not repeated.

We undertake to look after the child safely throughout the time that he or she remains under our care.

Reviewed: 05.10.18

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Reviewers: R Cox

Next Review Due by: 5.10.19