



**Richard de Clare  
Community Academy**

**Late Collection  
Policy**

Reviewed:	Jan 19
Next review date:	Jan 20

## **Late Collection Policy**

### **Policy aim:**

To ensure all children are collected on time. The reason for this is twofold: firstly, children who are left behind often feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child. Secondly, the impact on the school of having a child left behind at the end of the day is also great as it requires a member of staff (who have training to attend, meetings and essential marking and lesson preparation to carry out after school), to supervise that child and this incurs an additional staffing cost.

### **The late collection policy will operate to the following timetable from the end of the school day:**

- School finishes at 3.15 pm (KS1) and 3.20pm (KS2)
- Teachers will remain in their classrooms until 3.20pm (KS1) and 3.25 pm (KS2)
- At 3.25 pm children will be taken to the office for collection
- At 3.30 pm teacher training sessions and meetings begin
- From 3.30 pm the late collection policy applies

### **Procedure for when a child is not collected by 3.30pm:**

- On the first occasion, a record will be kept.
- On the second occasion, the parent/carer will receive a letter and again a record will be kept.
- On the third occasion, the parent/carer will be asked to meet with a Senior Leader and will receive a letter. Again, a record will be kept.

The same procedures apply when parents call the school to say they are running late, and children are still not collected by 3.30 pm.

For the safety of the children and parents/carers, when a child is not collected by 4.30pm and communication cannot be had with the parent /carer or any other emergency contact Social Care and or the Police will be notified.

### **After School Clubs**

All clubs finish by either 4pm or 4:15pm. Children must be collected by the agreed time stated on the permission slip.

- Initially, when a child is not collected on time, the parent/carer will be reminded about the club's finishing time.
- If a child is repeatedly not collected at the agreed time, the parent/carers will be informed that their child will no longer be able to participate in the club.
- As above, it may be necessary to inform Social Care and/or the Police if we are unable to contact Parents/Carers