BELBROUGHTON CE PRIMARY SCHOOL

LATE COLLECTION POLICY

RATIONALE

If an authorised person does not collect a child, our aim is to resolve the situation causing as little distress as possible to the child.

PROCEDURES

We keep all the names and telephone numbers of adults who are authorised by the parent/carers to collect their child from school on file. We also hold information about any person who has been denied legal access to the child. If there are any changes to this information we ask that the school office be notified immediately.

When there is a change to the end of the day arrangements we ask that parents inform the school office and the class teacher will be informed.

The procedures at the end of the school day are as follows:

* Reception and Year 1 children exit the school through the Reception playground and wait behind the gate until the teacher passes them over to an authorised person at 3.10pm
* Year 2 children up to Year 6 children are taken outside into the playground and released to an authorised person at 3.10 (for Year 2) and 3.15pm (for KS2) Parents of Year 6 children may give permission for their child to walk home unsupervised – this must be put in writing to the school office.

If you are aware that you are going to be late to collect your child, we ask that you please contact the school as soon as possible.

If there is no one to collect the child at the end of the school day, teachers will bring the children to the school office where they will be supervised by a member of school staff.

Senior leaders or Office staff will attempt to contact parents and then other authorised people should the parents not be contactable.

Should an authorised person not have contacted the school by 3.45pm, the procedure is as follows:

1. Children who are registered with the Belbroughton Pirates after school club will be taken in to Pirates. Parents will be charged in line with the Pirates charges policy. A member of school staff will continue to attempt to make contact with parents.

2. Children who are not registered with the after school club will remain with a member of the senior school staff whilst they continue to make contact with parents. Parents will be charged in line with the after school club charges policy.

3. A pattern of lateness will prompt action by the Education Welfare Officer in the form of a letter and, if the pattern continues, an interview will be requested.

What will happen if the school is unable to find someone to collect the child?

If this procedure fails to locate an authorised adult to collect the child and they have not been collected by 6.00pm (the time that the after school club closes) the school will contact Social Services. A full report of the incident will be written and placed on the child’s school file.