

Brookfield Primary School Policies – Late Collection Policy



Brookfield
Primary School

Record of Policy Amendment / History

<u>Date Approved</u>	<u>Minute No.</u>
15/05/2025	3064.25



Brookfield Primary School

'Be the best you can be'

Brookfield Primary School aims to provide an educational environment of the highest quality in which we will strive to:

- To keep every pupil safe
- Develop effective and enthusiastic learners
- Value the self esteem and maximise the potential of every child
- Promote constructive attitudes and values
- Foster caring relationships in a secure environment
- Work in equal partnership with parents and carers and involve them in their children's learning

Brookfield Primary School Late Collection Policy

We are fully aware that there can be valid reasons or emergencies where parents/carers have been delayed and, when the school is informed in advance of this, **we will always take an understanding view.**

However, we are not able to offer a free, out of school hours, childcare service.

We operate the following School Procedures when a child is not collected on time;

- Children who are not collected by 3.10pm will be taken to the entrance area, where they will be supervised by support staff.
- If a child is not collected by 3.20pm, then they will be taken to our after-school childcare provision.
- If it is the first or second occasion of late collection during a school term, and the parent/carer has notified the school that they are held up, then no charge will be made for the supervision of the child **if the parent/carer is delayed for a short period of time.**
- There will be a charge of £2.50 per child applied to contribute to the cost to the school for supervision of children if one of the following applies:
 1. Any instance of late collection, with no notification, made by the parent/carer before school finishes at 3.05pm
 2. A third (or more) occurrence of late collection by the parent/carer in a school term
 3. If a child is collected more than 15 minutes late

- The charge per child will be expected to be paid on arrival. For example, if two children are collected after 3.30pm, the parent/carer would be charged a total of £5 for their supervision
- The same procedures will be in place if a child is not collected on time following an after-school enrichment club
- All late collections will be officially logged on your child's records.

In line with the school's safeguarding policy, if a child remains uncollected by 3.45pm, safeguarding processes will be started and a referral made to social care and to the police. Further attempts to contact parents to advise them of this will be made by school staff.

Thank you for your continued partnership in safeguarding the children and supporting their learning and well-being.