

**St Michael's CE Primary School  
Sydenham**



## **Late Collections Policy**

Agreed by the Governing Body on: 10<sup>th</sup> July 2015

Signed (Chair): *Beryl Fielder*

Review Date: September 2018

# Late Collections Policy

## Rationale

St Michael's School has a responsibility to keep children safe whilst they are at school and promote the welfare of these children as described in the school's Safeguarding (Child Protection) Policy. This policy also includes making appropriate arrangements to protect children from abuse or neglect.

The majority of parents and carers of children at the school ensure that they are collected from school on time at the end of the school day. However, there is a small number of parents who are frequently late to collect their children or who fail to make timely satisfactory alternative arrangements for their child(ren) to be collected from school on time. This means that the school has to allocate staff to oversee and care for late-collected children. They also spend considerable time and effort in trying to contact parents to find out why the child has not been collected, any alternative arrangements and when someone will arrive. This means that they are unable to undertake their normal duties at this time.

## Objectives

- To ensure that parents are aware of their responsibilities to collect children on time at the end of school or at the end of After-School Clubs.
- To help prevent children from becoming distressed or feeling neglected because they have been 'left behind' when everyone else has gone home.
- To encourage parents and carers to collect their children on time by the introduction of a charging regime as a penalty for late collection of children.
- To enable staff to attend training, meetings and carry out essential marking and lesson preparation at the end of the school day.

## Arrangements

The Governing Body of St Michael's School has decided that it will introduce a late collection charge with effect from 1<sup>st</sup> September 2015 for children who are not collected from school on time.

The late collection policy will operate to the following timetables:

### *Infants (including Reception, Years 1 and 2)*

- School finishes at 3.15pm
- Teachers will remain in the playground with children until 3.30pm
- At 3.30pm uncollected children will be taken to the School Office (Junior School).
- A charge will be payable for each infant child remaining in the office after 3.30pm

### *Juniors (i.e. Years 3,4,5 & 6)*

- School finishes at 3.30pm
- Teachers will remain in the playground with children until 3.45pm
- At 3.45pm uncollected children will be taken to the School Office .
- A charge will be payable for each Junior child remaining in the office after 3.45p

## **Implementation and Charges**

On the first occasion when a child is not collected by 3.30/3.45pm, you will be charged a one-off payment of £3.00 per child.

For every subsequent occasion when a child is not collected by 3.30pm/3.45pm, you will be charged £5.00 per 20 minutes or part thereof after these times, per child. For example, if you collect your (Junior) child at 4.15pm you are 45 minutes late, you will be charged for 30 minutes and this will cost you £10 per child.

The school office clock will be used to record times and determine the cost.

There will also be a charge if parents phone the school to inform us that they are running late/have been delayed but children have not been collected by 3.30/3.45pm as appropriate.