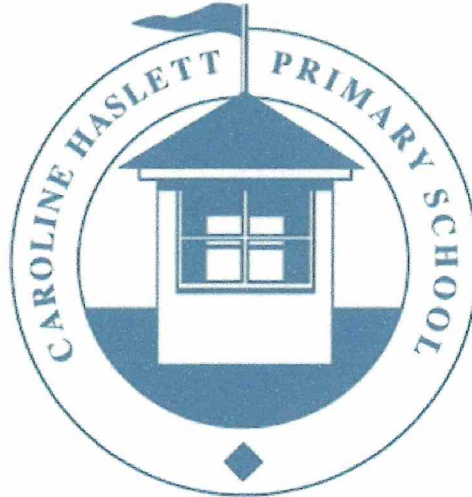


Caroline Haslett Primary School & Faraday Club



LATE COLLECTION POLICY

Date of Issue: September 2025

Date of next review: September 2026 (or earlier in the event of legislation changes)

Approved by the Headteacher on:

Signed: _____ (Headteacher) **Date:** _____

Approved by the Governing Board on:

Signed: _____ (Chair of Governors) **Date:** _____

Late Collection Policy

1. Introduction

Caroline Haslett Primary School is committed to the safeguarding and welfare of all children in our care. Parents and carers are expected to collect their children promptly at the end of the school day and after any extra-curricular activities.

This policy sets out the procedures the school will follow when a child is not collected on time.

2. Normal Collection Times

- End of school day: Early Years **3:00pm**, Years One to Six **3:10pm**
- After-school clubs: **4:30pm** (except Digital Leaders and Production Club **4:15pm**)
- Faraday After School Club: Latest collection time **5:55pm**

3. Expectations for Parents/Carers

- Ensure that children are collected on time.
- Notify the school in advance if you are delayed or if another authorised adult will collect your child.
- Ensure emergency contact details are up to date.

4. Procedures for Late Collection

(a) First five Minutes Late

- The child will be supervised by school staff.
- The late arrival will be logged.
- Staff will remind parents of collection expectations.

(b) After five Minutes

- The child will be taken to the school office or a designated waiting area and supervised by staff.

- Parents/carers will be contacted by phone using the details we have on **SIMS**. The school will **contact all three names and numbers registered** in a cycle until successful contact is made.

(c) Persistent or Extended Lateness

- Repeated lateness (e.g. 3 or more instances in a half term) will trigger a meeting with the Headteacher or Senior Leader.
- Parents will be charged a late collection fee to cover staffing costs.
- **£5** for collection which is over ten minutes, but less than thirty minutes late
- An additional **£5 (£10 in total)** for collection over thirty minutes late, and before **4:00pm**.

(d) After 4pm

- If parents/carers or emergency contacts cannot be reached, the school has a duty of care to consider the child's welfare.

The Headteacher or Designated Safeguarding Lead (DSL) will contact:

- Social Care (Children's Services) for advice and support
- Local Authority Duty Team
- Police (as a safeguarding measure if the child is left uncollected and parents cannot be contacted).

(e) Extra-Curricular Activities (After School Clubs)

- Children must be collected promptly at the end of the club, unless permission has been **given in advance** for children in Years 5&6 to make their own way home.
- It is the responsibility of parents to know the time their child should be collected.
- If a child is not collected on time the Procedures for Late Collection (4a&4b) will be implemented.
- Repeated lateness (**Three in a term**) will result in the place at the club being withdrawn with no refunds.

5. Late collection from Faraday Club

- There will be a **£15 penalty** fee for collection after **6.00pm** and before **6.15pm**. There will be a penalty charge of **£5** for each additional five after **6:15pm** and before **6:30pm**, rising to a maximum of **£30** penalty charge.
- If parents/carers or emergency contacts cannot be reached, the school has a duty of care to consider the child's welfare.
- The Headteacher or Designated Safeguarding Lead (DSL) will contact:
 - Social Care (Children's Services) for advice and support
 - Local Authority Duty Team
 - Police (as a safeguarding measure if the child is left uncollected and parents cannot be contacted).

6. Safeguarding Considerations

- Repeated late collection may be recorded as a safeguarding concern.
- The school has a responsibility to protect children from potential neglect, including being left without safe arrangements.
- All late collections will be logged including: time collected, reason given, staff present, and attempts to contact parents/carers

6. Monitoring & Review

- This policy will be reviewed annually.
- Records of late collection will be kept securely.