



Waterhouses CE (VC) Primary School

Collection and Late Collection Policy



Written: 4th October 2011

Approved by governors: 25th October 2011

Review: 4 yearly

Policy further reviewed and updated 10th July 2014 as a result of new After School Club being established.

Collection

All staff need to know who is collecting children at the end of the session / day.

When a child starts school, details of parents/carers are collected and kept on file in the school office.

At the start of the school year the staff will establish with the parent or carer the 'normal' collection arrangements for the end of the school day.

Parents/carers must inform staff of any changes in person or by letter.

When a Nursery session has finished the children will be sent to the parent / carer who is waiting to collect their child.

At the end of the school day all the other children will be taken out as a class by a member of staff and sent to the parent / carer when they can be seen.

Late Collection Policy

The school has a duty under the Statutory Framework for the Early Years Foundation Stage to protect children and act in their best interests. The school takes persistent lateness in collecting a child seriously.

School ends at 3:30pm. We understand that, occasionally, delays are unavoidable and in the event of a child not being collected, we will make every effort to contact the child's parents/carers. If this proves to be impossible, we will try to get in touch with an alternative emergency named contact, who is authorised by the child's parents to collect them on their behalf.

If a child is not collected by 3:45pm, they will be placed in the After School Club and parents/carers will be charged £4.00 (the fee up until 4:30pm). We will continue with our efforts to contact the parents/carers or alternative contacts.

If a child has attended an after school activity /sports club, which usually finish at 4:30pm or 4:45pm, and they are not collected within 15 minutes, they will be placed in the After School Club and charged £6.00 (the fee up until 6:00pm)

Social Services recommend that if no contact is made within 30 minutes, on any number, they must be contacted.