



Thrybergh Primary School

Late Collection Policy

Thrybergh Primary School: End of School Day or After School Activity

In the first instance, after ten minutes the person in charge should accompany the pupil to the school office, telephone the parent/carer and establish what has happened, the time the pupil is to be collected and name of person collecting the pupil. The Headteacher or senior staff member should be informed and it is their responsibility to care for the pupil until he/she is collected. If after fifteen minutes contact has not been made then the Headteacher or senior member of staff should telephone the other contact numbers and follow the above procedure. The incident should be logged. If, at this stage, a named contact is not found then the pupil should be taken care of by school staff, in school. This will provide a safe and stimulating environment for the pupil and hopefully reduce the stress levels the child will be experiencing.

If by 5.00 p.m. contact has not been established, then the Headteacher or senior member of staff should contact social care and the police. Telephone numbers of both are displayed in the school office and can be found at the end of this policy.

The Headteacher or senior member of staff will stay with the child until suitable arrangements are in place. The governors agree that it is a statutory right for all children to be collected at the correct time each day. Being late to pick up children is unacceptable and impacts on children's welfare. It also means staff are unable to attend training, run clubs and meetings and are also late to pick up their own children. School also incurs costs and may have to pay overtime to staff for remaining behind to look after children. If children are not collected on time this may incur a charge.

Although, this is something school does not want to do, if late collection continues to impact on school budget, staff workload and continual professional development, this option may be used. If children are regularly picked up late, they will no longer be able to attend after school clubs.

Children's Social Care Access Team Tel. 01709 823987

Police Station Tel. 101