

Late Collection Guidance

Guidance aims:

- To ensure the prompt collection of all pupils from the school
- To ensure the safety and wellbeing of pupils
- To enable staff to carry out their professional duties

Collection of children at the end of the school day

It is the responsibility of parents to collect their child(ren) on time at the end of each school day - 3.00pm. The school recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with pupils who are not collected at the end of a school day, or at the end of an authorised activity. On admission to the school, parents are asked to provide:

- Names and full addresses of parents/carers
- Home and work telephone numbers
- Mobile phone numbers where appropriate
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

Suffolks Tea-Time Club

The school offers a “walking bus” to Suffolks Primary School. This after school club opens until 5.30pm. Information and application forms are available at Carterhatch Junior School’s office.

Action if a child is not collected at 3.00pm or following an after school club

If a pupil is not collected at the end of the school day or after attending an after school club, the school puts into practice agreed procedures. These ensure the pupil is cared for safely by a member of staff.

If a pupil remains uncollected at the end of the school day. The adult on late duty will:

1. Check whether the child is due to attend an after school club, Suffolks Tea-Time Club or whether a phone call or note has been received about late pick-up.
2. Ring the parent/carer to ascertain any reasons why they are late and when they are expecting to arrive.
3. If a parent/carer has not made contact or arrived by 3.15pm (or 15 minutes after the end of an after school club), the school office will again attempt to make contact.
4. If the parent/carer cannot be reached, the emergency contacts will be called.
5. If a parent/carer has not made contact or arrived after an additional 15 minutes, further phone calls will be made by a member of the school office and a member of the Senior Leadership Team will be informed.

Procedure if a pupil is consistently collected late by 30 minutes or more (e.g. more than once a week)

The school does not have the staffing capacity to supervise pupils who are not collected on time. Due to the additional administrative and supervision costs, the Local Governing Body has agreed late collection charges. Parents/carers will receive letters notifying them of the school's concerns and details of the late collections. If pupils are consistently late over a two week period there will be a charge of £5 per child, per 30 minutes; this will be applied on ParentPay. If the charge remains outstanding, the school reserves the right to exclude the pupil from attending the after school club until the charge is paid and will not be able to offer a refund for sessions unattended.

Procedure if a child remains uncollected after 45 minutes

This aspect of the guidance relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operates for every situation where a parent/carer cannot be contacted within 45 minutes of the end of the school day/after school club.

In the case of a pupil not being collected and no contact being made by the parents/carers with the school or the school being unable to make contact with one of the emergency contacts within 45 minutes of the end of the day/after school club, the school will ring either Police or the Social Services duty officer for advice.

Safeguarding considerations

Frequent late collection of a pupil from school may give cause for wider safeguarding concerns for the pupil. The Designated Safeguarding Lead will consider whether it is necessary to make a referral to the Local Authority Educational Welfare Service and Social Services Safeguarding Team. Social Services offer an "Early Help" service and may be able to provide parents/carers with guidance and support.