



Respect - Aspiration - Resilience – Integrity

## Late collection Policy

### Policy aim:

- To ensure the prompt collection of all children from the school
- To ensure the safety and well-being of children
- To enable staff to attend training, meetings and carry out 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. West Park 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 children 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 should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- 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

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.

If a pupil is not collected at the end of the school day or after attending after school clubs, it is important to make contact with parents, or anyone on the child's emergency contact list if parents are unavailable.

### The late collection policy will operate to the following timetable from the end of the school day:

### Charges for late / non-collection of children

Under Section 457 of the Education Act 1996 and relevant Regulations, the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date.

The governing body has decided that, except in emergency situations (be advised that traffic does not count as an emergency situation), where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's

parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

### **The Charging Arrangements**

In cases where a child is not collected within fifteen minutes of the end of the day the child will be taken to after care. Parents will be expected to pay a £3 charge per child for this.

For after school activity a charge of £5.00 will be made to the parent / carer for up to 30 minutes of non-collection and then £10.00 thereafter for each thirty-minute period that the child is not collected.

The parent will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay will lead to the termination of club access for the child. The child will not be allowed to continue attending the club.

On the second late collection within a half-term, without reasonable excuse, the parent/carer will be sent a letter reminding them to collect their child from school in line with the end of key stage time shared on the website. see Appendix A.

If the child has not been collected after one hour from the end of the day or after school activity and no contact has been made with the parent or arrangements agreed, we will follow our Child Protection Procedures for uncollected children.

### **Procedures for Non-Collected Children, Late Collected Children at the end of the school day.**

- All late collected children will be recorded on School's electronic safeguarding system 'MyConcerns' and this information may be passed onto the Local Authority's Education Welfare Team for further investigation.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents. (See appendix A)
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Local Authority's Children's Social Care Team.

### **After School Clubs**

- If children are collected late or not collected, the Procedures for Non-Collected Children will apply.
- Where children are collected more than 15 minutes late from a school-run-afterschool club on 2 occasions they will automatically lose their place at after-school clubs for the rest of the academic term.

### **Non-Collected Children**

The teacher or an appropriate member of staff will:

1. Check with office staff to see whether a phone call or note has been received.
2. If a parent has not made contact or arrived by 3.20pm (or 10 minutes after the end of a club), a member of school staff will make every effort to contact the parent.
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (MIS).

### **After School Clubs**

All clubs finish by 4:15pm. Children must be collected by the agreed time stated on the permission slip as some clubs finish before this time.

The charging procedures contained within this policy will not be followed where School trips, visits or journeys have caused the late arrival of children back to School.

We ask parents to call the School Office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

#### **Procedure if a child remains uncollected after 45 minutes.**

This aspect of the policy relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operates for every situation where a parent or carer cannot be contacted within 45 minutes of the end of the school day/club/activity. In the case of a pupil not being collected and no contact being made by the parents 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/end of the club/activity, the school will ring Wolverhampton's Social Care team to discuss the situation and ask for advice. This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

#### **Change of Collecting Adult**

Periodically, the School sends out a letter asking parents to update emergency contact details for up to three named adults who have permission to pick up the child at the end of the day. This information is collected and updated to allow the School to make a quick and informed decision if somebody less familiar seeks to collect a child or if the class is being dismissed by a supply teacher. If an adult who is not named on the consent form attempts to collect the child, the School will, for matters of safeguarding, need to contact a parent to confirm whether they are genuine and do have permission to collect the child.

Parents are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be shared with the school office or the child's class teacher.

**Approved by: FGB**

**Date:** November 2023

**Last reviewed on:**

November 2023

## Appendix A

Date: XX

Dear Parent/ Carer of XX

I am writing to you regarding the number of times your child has been collected late from school this half term. Your child has been collected late on \_\_\_\_\_ or more occasions this half term. It is the parents' responsibility to ensure children are collected on time and being collected late is very distressing for the child/ren concerned.

The governing body has agreed that charges will be applied for late collections. In cases where a child is not collected within fifteen minutes of the end of the school day or on the time stated for after-school activity a charge of £5.00 will be made to the parent/carer for up to 30 minutes on non-collection and then £10.00 thereafter for each 30-minute period that the child is not collected. You will have received an invoice for any late collection charges applied please ensure that this is paid within the date set on the invoice. Failure to pay will lead to further action being taken.

The School's Designated Lead for Child Protection will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the school's Safeguarding Policy and Procedures.

This letter is intended to make you aware of the problem so you can begin to address it. I look forward to an improvement in the situation.

Yours sincerely

Mrs A Kabil

Headteacher