



Late Collection Policy

Togetherness Honesty Respect Inspire Valued Excellence



Approved by:

Full Governing Body

Date:

Signed: Headteacher

Chair of governors

A handwritten signature in black ink, likely belonging to the Headteacher, is placed over a white rectangular box.

Next review due by:

November 2027

Policy Aims

- To ensure the prompt collection of all pupils from the school
- To ensure the safety and wellbeing of children at West Park Primary School
- 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 Primary 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 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 are asked to provide:

- 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. Parents and carers are reminded regularly to update contact details if they have changed. If a telephone number does not work or a letter is returned "with not known at the address/doesn't live here" we follow this up at the earliest opportunity with the parent/carer.

Action if a child is not collected

If a pupil is not collected at the end of the school day or after attending after school clubs, (and there is no prior written parental consent for the pupil to walk home alone), the school puts into practice agreed procedures. These ensure the pupil is cared for safely by an experienced and qualified adult who is known to them.

If a child remains uncollected at the end of the school day, the child is taken by the teacher or TA to the office and then the office staff follow the procedure below.

The office staff will:

1. Check School Gateway to see whether the child is usually in an after-school activity that night and may have just forgotten to attend.
2. Check the office email, voicemail and notice board to see whether a phone call or note has been received.
3. Add the child's name to the late register.
4. If a parent has not made contact or arrived by 3.45pm (or 4.45pm - 15 minutes after the end of a club), the school office will attempt to make contact with parents.
5. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept on the School's Management Information System (SIMs).
6. If a parent has not made contact or arrived after an additional 15 minutes, a further phone call will be made and a member of the senior leadership team will be informed.

If a child is uncollected after an activity club or at the end of aftercare (and office staff have gone home) the supervising adult should assume responsibility for attempting contact with the parents or emergency contacts and inform a member of the senior leadership team.

Change of Collecting Adult

Annually, 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 on the school's management system (SIMS) 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. The letter also provides parents the option to provide a password which can be given by any adult wishing to collect the child to verify that adult is known to the parent.

If an adult who is not named on the consent form and/or does not know the password 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. being collected by another parent) should always be detailed in an email or phone call to the school office by 2.00pm on the day.

Suitable Person to Collect for School

It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves. It may well not be deemed appropriate for another older, primary school-aged child (or early secondary school aged child) to have this responsibility, and it would be a judgment call based on the age and maturity of any other young person nominated to collect who is under the age of 18.

If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the School's Designated Safeguarding Lead or any member of the Senior Leadership Team will be contacted to assess the situation and decide whether the adult concerned appears able to take responsibility for the child.

If the judgment of the Senior Leader is that the child might be at risk, alternative appropriate action will be taken and this might include contacting another person named on the emergency contact list or another suitable member of the family to collect the child. If another emergency contact or family member is not available then the school will consider contacting Wolverhampton's Social Care or the Police.

In the case of relationship breakdown between parents and/or guardians, unless there is a court order (which the school must have seen a copy of) or there are any identified child protection issues preventing one parent having contact with a child, the school is unable to deny a parent's right of access.

Procedure if a child is collected late by less than 45 minutes.

On many days, teachers have professional development or professional meetings and cannot look after children who are not collected on time. Because of the additional administrative and supervision costs, the Governors impose a late collection charge for children who are not collected from school by 3:45pm.

On the first occasion of late collection at or after 3:45pm, the school will send a formal warning letter that charges will be imposed for any subsequent late collection (See appendix A).

Any further occasions when a child is not collected by 3.45pm (and after a warning letter after the first occasion), there is a charge of £5 per child for each 30 minutes period. For example, if a child is collected at 4.20pm, this is 35 minutes late and will cost £5.00 (one period of 30 minutes). The office clock will be used to determine the times. (See appendix B). The late charge must be paid within 60 days from the letter sent.

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 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 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 either Police (101) or Wolverhampton 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.

Discretion must be used with the above procedures in exceptional circumstances such as major disasters or unexpected early closures. Under no circumstances should staff take the pupil home with them.

After School Clubs and After Care Provision

All parents/carers are expected to collect their children promptly at the end of the session at 4.30pm (Mon – Thursday and 4pm on a Friday).

Failure to collect children on time will result in the following late payment charges:

Up to 30 minutes after the end of the provision - £5

Every 30 minutes after that will incur an additional charge of £10

For example, if a child is collected at 6pm, this is 90 minutes late and will cost £25.00 (The first period of 30 minutes charged at £5 and two periods of 30 minutes charged at £10).

A letter will be sent to parents (see appendix c) and the payment must be paid within 60 days.

Where the penalty remains outstanding, and further sessions have been booked and paid for West Park Primary School reserve the right to refuse the child from the provision, until the penalty is paid, without issuing a refund for sessions unattended.

Safeguarding Considerations

Frequent late collection of a child from school may give cause for wider safeguarding concerns for the child. In all instances, the first step would be a discussion with the Designated Safeguarding Lead. For parents or carers who repeatedly fail to collect their child(ren) on time from the school or after school provision, meetings with the parent/carers will be set up to address this.

Consideration will be given to making a referral for early help at this time (referring to the multi-agency additional needs descriptors to help determine levels of need and which may indicate if a referral should be made to MASH.) If this fails to improve the situation, contact with Children's Social Services can be made through the Wolverhampton Multi-Agency Safeguarding Hub on Monday to Thursday 8:30am to 5pm, Friday 8:30am to 4:30pm on **01902 555392** and outside of the above hours for emergencies on **01902 552999**

They can give advice and guidance to schools, settings and childcare providers about any concerns in this area and can advise when a referral to Children's Social Care may be appropriate.

West Park Primary School
Devon Road
Wolverhampton
WV1 4BE
Telephone: 01902 558238
Email: westparkprimaryschool@wolverhampton.gov.uk



HEADTEACHER: Azizan Kabil

Child was collected late by less than 45 minutes.

Letter One

Date:

Name of Child: _____ Class: _____

Dear Parent/Carer,

I am writing to you to say that your child/ren was not collected at the end of school on the _____, until _____ pm.

In accordance with the School's Late Collection policy, this letter is a first warning. Should there be a second occasion when your child/ren are not collected by 3.45pm, you will be charged £5 for each 30-minute period. For example, if a child is collected at 4.20pm, this is 35 minutes late and will cost £5.00 (one period of 30 minutes). The office clock will be used to determine the times.

Please may I ask you to make every effort to ensure that children are collected promptly at the end of school. Not only does this enable staff to attend training, meetings and carry out essential marking and lesson preparation after school, it also reduces the levels of distress that we can see are caused to a child/ren by the late arrival of someone they were expecting to come to collect them.

Our School's Late Collection policy can be viewed on our school website or the office can provide a paper copy on request.

Yours sincerely,
Azizan Kabil

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Letter Two

Date:

Name of Child: _____ Class: _____

Dear Parent/Carer,

I am writing to inform you that your child was not collected from school on the _____
until _____pm.

In accordance with the school's Late Collection policy, you have received a first warning letter and therefore, you will now be charged for late collection.

The amount owed for this occasion is _____.

Please make your payment to the school office within 60 days and ensure that you collect your child promptly from school at the end of the day.

Yours sincerely,
Azizan Kabil

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Letter Three – For three lates in one term (remove this when using)

Date:

Name of Child: _____ Class: _____

Dear Parent/Carer,

I am writing to inform you that your child was not collected from school on the _____
until _____pm.

In accordance with the school's Late Collection policy, you have received warning letter and a late collection charge this term and therefore, you will now be charged for late collection and we will ask you to attend a meeting with the headteacher and pastoral lead so that we can support you moving forward.

The amount owed for this occasion is _____.

Please make your payment to the school office within 60 days and ensure that you collect your child promptly from school at the end of the day.

Yours sincerely,
Azizan Kabil

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HEADTEACHER: Azizan Kabil

Child was collected late from afterschool club of aftercare provision

Date:

Name of Child: _____ Class: _____

Dear Parent/Carer,

I am writing to inform you that your child/ren were not collected from their **extra-curricular club/aftercare** on the _____ until _____pm.

In accordance with the 'Late Collection Policy', you will now be charged for late collection.

The amount is based on £5.00 for the first thirty minutes after 4.30pm (Monday – Thursday) and 4pm on a Friday and then £10.00 every thirty minutes thereafter.

The amount owed for this occasion is _____.

Please make your payment to the school office within 60 days and ensure that you collect your child/ren promptly from their clubs at the end of the day.

Yours sincerely,
Azizan Kabil