



Late Collection Policy

Issued: September, 2022
Reviewed: Annually
Next review due: September, 2025

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Guidance

This policy has been written in conjunction with the guidance issued by Birmingham City Council 'Emergency procedures when a child is not collected.' This can be found [here](#).

Policy Aim

- To ensure all children are collected on time.
- The rationale for this is twofold: firstly, children who are left behind often feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child.
- Secondly, the impact on the school of having a child left behind at the end of the day is also great as it requires a member of support staff to supervise that child and this incurs an additional staffing cost.

Procedure

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

- School finishes 15:15
- Teachers will remain on the playground until 15:25
- Any child who has not been collected will be taken to the school office.
- Parents will be contacted, if contact has not already been made with the school.
- At 15:25, children will be looked after by the office staff.
- From 15:30, the late collection policy applies and a fee is payable.

Late Collection Charging

If a child is collected between 15:30-16:30, a £10.00 fee is charged.

Procedure for when a child is not collected by 15:30

On the first occasion, a record will be kept and the parent/carer will receive a letter.

On the second occasion, the parent/carer will be asked to meet with the pastoral manager and will receive a letter. Again, a record will be kept.

On the third occasion, the parent/carer will be asked to meet with the Deputy or Headteacher and will receive a letter. Again, a record will be kept.

When a parent/carer cannot be contacted

If the child has not been collected, and it has not been possible to contact a parent or named carer, 1 hour after the agreed finish time for the school day, or activity, a phone call will be made to the Multi-Agency Safeguarding Hub (MASH) on 0121 303 1888. MASH will act in a coordinating role.

Where a child has been placed in after school provision, or has not been picked up, such provision timescales and contact numbers reflect the time the 'non-collection' will occur. In

this circumstance if the child has not been collected / received, and it has not been possible to contact a parent or named carer, 30 minutes after the agreed finish time for the after school club a phone call should be made to the Emergency Duty Team (EDT) on 0121 464 9001

Unforeseen Circumstances

Parents should advise the school office if they will be late to collect their child. If the child not collected after 15:30, the charging in section 4 applies.

After School Clubs

Children must be collected by the agreed time stated on the club letter.

On the first occasion when a child is not collected on time, the parent/carer will be reminded about the club's finishing time and a £10 late collection fee will be applied. If this late collection fee is not paid, your child will no longer be able to attend the club.

On the second occasion when a child is not collected at the agreed time, the parent/carers will be informed that their child will no longer be able to participate in the club.

Late collections for clubs will be reviewed termly.