

Fairhaven Primary School



Achieving together,
Believing together,
Caring together.

Late Collection Policy

Approved by:	Full Governing Body Committee
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Context

This policy has been written to ensure clarity around the exceptional arrangements made when parents are unable to collect their child(ren) from school on time, the procedures that will be implemented and safeguarding considerations that will come into force.

As a School we recognise that there are exceptional circumstances that may mean a parent is late collecting their child and will do all that we can to help and support. However, this is in exceptional circumstances and is not expected to be a regular occurrence. Parents should be aware that teaching staff are not obliged to supervise pupils beyond their directed time hours (3:30pm) and are, therefore, not available after that time to look after pupils. Neither are teaching assistants or office staff able to take care of uncollected pupils. At no time can a child be allowed to 'wait' unaccompanied in any areas of the School.

Procedures

Parents are expected to attend School at the end of the day to collect their child(ren). The gate to the playground opens **once all pupils are lined up on the playground** at 3:20pm. Parents should be in position to collect their pupils at that time.

It is the responsibility of parents to ensure their child(ren)'s safety when travelling to/from school. If a parent thinks they will be late and not at School, or a pre-arranged place, to meet their child, the parent should telephone School in good time to ensure that a message can be passed to the child/arrangements can be made. This should be done before 3pm. Parents should be aware that the phone line becomes busy at the end of the day and should take this into consideration when trying to contact School.

Class teachers remain on duty until 3:30pm, at which time the School gate is closed. **Children in Years 1 – 4 are dismissed from the Key Stage One playground, children in Years 5-6 from the Key Stage Two playground, and children in Reception and Nursery from the Foundation building. Children in Nursery, Reception and Years 1 to 4 are dismissed directly to parents. Pupils are only allowed to leave when a parent is identified to the teacher by the pupil. If another parent or adult is collecting a child, this needs to be a pre-arranged agreement and school must be notified by the parent. Children in Years 5 and 6 are allowed to leave the playground at 3:20pm once the bell rings if parents have provided consent for their child to do so.**

It is a parent's individual decision as to whether their child can walk home alone or not. As a School we advise parents that pupils below Year 5 should be collected.

If a child has not been collected by 3:30pm and no message has been received from parents, the office staff will be notified. A member of staff will begin calling all numbers on our contact list, starting with priority one and working through all available numbers. If there is no answer from all numbers, calling will begin again starting with priority one and this will continue until contact is made. At 3:30pm the child will be taken to F.A.B. (after school childcare club) and a charge consistent with the current level of charging will become due.

When a parent fails to attend School on time to collect their child(ren) the School, acting in loco-parentis, will authorise the placement of the child(ren) in F.A.B. and, if necessary, disclosure of any necessary information required to keep that child safe.

Parents are expected to attend School in a timely fashion at the end of the day. All late collections will be recorded in the late collection book. Should a pattern of late attendance **for collection** emerge, it may be necessary for the School's Designated Safeguarding Lead (DSL), or a Deputy DSL in their absence, to make a safeguarding referral to children's services under the category of neglect.

Related Policies:

- Attendance Policy
- Safeguarding Policy
- Charging Policy