



Late Collection Policy

Name of Governing Body Representative (GBR): Kristofer McGhee

Signed by (GBR):

Date: January 2025

Next review due by: January 2028

1. Introduction

The policy aim is to enable staff to carry out essential work after school by ensuring the timely collection of children. This includes marking, lesson preparation, meetings and training. Parents and carers of children collected late will incur a charge equivalent to the full cost of the school's after-school club.

2. End of Day Collection

School finishes at 3:25pm. Gates open at 3:20pm each day and close at 3:30pm. Children not collected by this time will be registered on the late collection register by a member of the office team and escorted to the after-school club. Parents will be called to advise them that their child has not been collected, and that they have been charged a fee equivalent to the full cost of the after-school club (currently £6). Children must be collected immediately. The full cost applies even if children are collected before the end of the club. Payment must be made via ParentPay.

3. Monitoring

The Safeguarding Officer is notified of all repeated occurrences of late collection, and Children's Social Care may be contacted for repeat instances. If you collect your child late on 3 occasions within the same half term, you will be required to attend a meeting in school with a member of the senior leadership team.

4. Payment / Collection of Charges

Charges will be paid through ParentPay. Letters will be sent, and charges applied.