



# ***Late Collection Policy***

## **1. Introduction**

The Policy Aim is to enable staff to carry out essential work after school by ensuring timely collection of children. This work includes marking, lesson preparation, meetings and training. There is a late collection charge for children who are not collected from school on time.

## **2. Exceptional Circumstances**

Please note that at the headteacher's discretion, this policy may be waived for exceptional circumstances.

## **3. How the policy is applied**

### **3.1. End of School Day Collection.**

School finishes at **3:25pm** for all children.

Children collected 5 minutes after their collection time will be escorted to the school office and registered on the late collection register by a member of the office team. Parents will then be called to advise them that their child must be collected, and they may be charged a late collection fee.

On the second occasion of late collection, a late fee of £3 will be charged to parents for every 5 minutes late.

## **4. After School Club Collection Time**

Children not collected by 4:45pm will incur a payment of £3.00 per 5 minutes per child up to 5:00pm at which point Social Care will be contacted should no contact be made with parents and/or carers.

## **5. Monitoring**

The Safeguarding Officer is notified of all repeated occurrences of late collection and Social Care may be contacted for repeat offenders. If you are late collecting your child on 3 occasions within the same half term, you may be required to attend a meeting in school.

## **6. Payment / Collection of Charges**

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