POLICY DOCUMENT

Late Collection Policy

Princess May Primary School's arrangements when children are collected late — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	……
Date approved	Awaiting governor approval (3 December 2026)
Next review due by	September 2027
Related policies	Breakfast and After School Club (BASC) Policy; Safeguarding and Child Protection Policy; Attendance Policy; Charging and Remissions Policy
Aligned to	Keeping Children Safe in Education 2026; Working Together to Safeguard Children; Princess May BASC Policy (October 2026)

1. Purpose

This policy makes sure children are always safe and supervised at the end of the day, and that parents and carers know what happens if they are late. Timely collection also allows staff to carry out essential work after school, including planning, marking, meetings and training.

2. End of the school day

- School finishes at **3:25pm**. Gates open at 3:20pm and close at 3:30pm.
- Children must be collected by a parent, carer or another adult named on Arbor. Please keep your child's collection contacts up to date.
- If someone different is collecting your child, please tell the school office in advance.

3. If a child is not collected by the end of the day

- Children who have not been collected when the gates close will be recorded on the late collection register by the office team and taken to After School Club, where they will be safely supervised.
- The office will phone parents and carers to let them know.
- A charge equal to one After School Club session (**£6.00**) will be added to the family's Arbor account. The full charge applies even if the child is collected before the end of the club.
- Children should be collected as soon as possible.

4. Late collection from After School Club

- After School Club finishes at **5:45pm**.
- Collection after **5:50pm** incurs a late charge of **£10**, then **£5 for every further 15 minutes**, added to the family's Arbor account.
- If a child has not been collected by 5:45pm, staff will phone the parents or carers, then the other emergency contacts. Two members of staff will stay with the child.
- If no contact can be made and the child remains uncollected, the school will follow its safeguarding procedures. This may include contacting Hackney Children's Social Care and/or the police, who will arrange for the child to be cared for safely.

5. Repeated late collection

- If a child is collected late three times within the same half term, parents and carers will be invited to a meeting with a member of the senior leadership team to agree how we can help.
- The Designated Safeguarding Lead is informed of all repeated late collection, as it can sometimes be a sign that a family needs support. Persistent late collection may be referred to Children's Social Care.
- Repeated late collection from After School Club may lead to a child's place at the club being suspended or withdrawn, in line with the BASC Policy.

6. Payment

- All charges are paid through Arbor, using the Arbor app or parent portal.
- Families experiencing difficulty should contact the school office in confidence. We will always try to help.

7. Unforeseen circumstances

We understand that emergencies happen. If you are going to be late, please phone the school office (before 4:00pm) or the After School Club on 07939 925534 as soon as possible so that we can reassure your child.

8. Review

This policy is reviewed annually, alongside the BASC Policy, so that times and charges stay consistent.