

## **Late Collection**

### **Children not collected promptly at the end of the school day**

#### **Parent/Carers**

Parent/carers need to collect their children from the playground at 3.15 pm, or at 4:30pm after attending an After School Activity.

If a parent cannot pick up their child for any reason they must inform the office. A message will be passed to the class teacher and pupil concerned about the alternative arrangements that have been made.

Parents / carers are asked to keep the school up to date with Emergency Contact details, in order that we are not left unable to contact anyone.

#### **School**

After 3:30 pm the school receptionist will be responsible for trying to contact the parent/carer to inform them of the situation.

Any child picked up late is recorded in the "Late Collection" book, with the reason for this late pick up.

If children are late being collected on a number of occasions then a letter is written to the parents reminding them of the collection times, and the importance of children being collected promptly.

After 4:00 pm a member of the Senior Leadership Team becomes responsible for the child, and will continue trying to contact the parent / carer.

In extreme circumstances, when a child has been left and it is not possible to contact an appropriate adult, the school will ring social services.

The head teacher will follow up with families, entries in the "Late Collection" book and any involvement with social services.