



LATE COLLECTION OF CHILDREN  
FROM SCHOOL POLICY

THE VIADUCT FEDERATION OF SCHOOLS

Date:	October 2023	Approved by:	Headteacher
Review Date:	October 2026		

### **Policy aim:**

- To ensure the prompt collection of all children from the school
- To ensure the safety and well-being of children at School;
- To enable staff to attend training, meetings and carry out professional duties.

### **Collection of children at the end of the School day**

It is the responsibility of parents to collect their child(ren) on time at the end of each school day. Our schools recognise that we have a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission to the school, parents are asked to provide:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change. Parents and carers are reminded regularly to update contact details if they have changed. If a telephone number does not work or a letter is returned "with not known at the address/doesn't live here" we follow this up at the earliest opportunity with the parent/carer.

### **Action if a child is not collected**

If a pupil is not collected at the end of the school day, after attending after school clubs or an evening event such as a disco, (and there is no prior written parental consent for the pupil to walk home alone; or known exceptional circumstances), the school puts into practice the below procedures. These ensure the pupil is cared for safely by an experienced and qualified adult who is known to them.

The teacher or appropriate member of staff will:

1. Check whether the child is usually in an after-school activity that night and may have just forgotten to attend (if applicable).
2. Office staff to see whether a phone call or email has been received.
3. Write the child's name in the late collection register
4. If a parent has not made contact or arrived by **3.10pm (Wyvern) or 3.25pm (Bushfield)** (or 10 minutes after the end of a club/event), the school office will make will attempt to make contact with parents.
5. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (SIMS).

6. If a parent has not made contact or arrived after an additional 10 minutes, a further phone call will be made and a member of the senior leadership team will be informed.

If a child is uncollected after an activity club or at the end of **an evening event** (and office staff have gone home) the supervising adult should assume responsibility for attempting contact with the parents or emergency contacts, informing a member of the senior leadership team.

### **Charging.**

On many days, teachers have professional development or professional meetings, run clubs, have their own childcare to get to and cannot look after children who are not collected on time. Because of the additional administrative and supervision costs, the school impose a late collection charge for children who are not collected from school by **3.10pm (Wyvern) or 3.25pm (Bushfield)**.

On the first occasion of late collection at or after **3.10pm (Wyvern) or 3.25pm (Bushfield)**, the school will send a formal warning letter that charges will be levied in relation to any subsequent occasion of late collection.

On the second occasion when a child is not collected by **3.10pm (Wyvern) or 3.25pm (Bushfield)**, there is a charge of £5 per child for the first elapsed 10 minutes period and a £1 a minute for every minute thereafter. The office clock will be used to determine the times.

The charging procedures contained within this policy will also be followed where school trips, visits or journeys have caused the collection time to change. If the trip arrives back early, parents will be notified but the staff will continue to supervise the children up to the set collection time – although parents are welcome to collect earlier if they want to.

We ask parents to call the school office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

**Parents should be aware that failure to pay late collection fees may result in their child not being able to attend future paid for activities such as residential or paid clubs until the balance is settled.**

### **Procedure if a child remains uncollected after 45 minutes.**

This aspect of the policy relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operates for every situation where a parent or carer cannot be contacted within 45 minutes of the end of the school day/club/activity.

In the case of a pupil not being collected and no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts within 45 minutes of the end of the day/end of the club/activity, the school may ring either Police (101) or Milton Keynes Social Care team to discuss the situation and ask for advice. This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

In addition, a home visit may be undertaken to see if anyone is at home.

Discretion should be used with the above procedures in exceptional circumstances such as major disasters or unexpected early closures. Under no circumstances should staff take the pupil home with them.

### **Safeguarding Considerations**

Frequent late collection of a child from school may give cause for wider safeguarding concerns for the child. In all instances, the first step would be a discussion with the Designated Safeguarding Lead. For parents or carers who repeatedly fail to collect their child(ren) on time from the school, meetings with the parent/carer should be set up to address this. Consideration should be given to making a referral for early help at this time.

If this fails to improve the situation, contact with Children's Social Services can be made through the Milton Keynes Multi-Agency Safeguarding Hub on 01908 253169. They can give advice and guidance to schools, settings and childcare providers about any concerns in this area and can advise when a referral to Children's Social Care may be appropriate.

Date:

Dear Parent / Carer

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

I am writing to inform you that your child was not collected from school on the \_\_\_\_\_ until \_\_\_\_\_pm. In accordance with the school's 'Late Collection of Children from School' policy, you have received a first warning letter and therefore, you will now be charged for any further late collection this academic year.

A charge of £5 per child for the first elapsed 10 minutes period and a £1 a minute for every minute thereafter. The office clock will be used to determine the times.

Please note that any unpaid balances may stop your child from being able to attend other paid for school activities.

Please ensure that you collect your child promptly from school at the end of the day.

Yours sincerely,

Headteacher

Date:

Dear Parent / Carer

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

I am writing to inform you that your child was not collected from school on the \_\_\_\_\_ until \_\_\_\_\_pm.

In accordance with the School's *Late Collection of Children from School* policy, this letter constitutes a second incident and as such, you will be charged as follows:

A charge of £5 per child for the first elapsed 10 minutes period and a £1 a minute for every minute thereafter. The office clock will be used to determine the times.

You owe: £\_\_\_\_\_, please pay this via ParentMail.

May I also remind you that, following this second instance, every subsequent time when your child is not collected will result in you being charged £5.00 for the first 10 minutes, and then £1 per subsequent minute, per child.

Please note that any unpaid balances may stop your child from being able to attend other paid for school activities.

Please may I ask you to make every effort to ensure that children are collected promptly at the end of school. Not only does this enable staff to attend training, meetings and carry out essential marking and lesson preparation after school, it also reduces the levels of distress that we can see are caused to a child by the late arrival of someone they were expecting to come to collect them.

Yours sincerely,

Headteacher