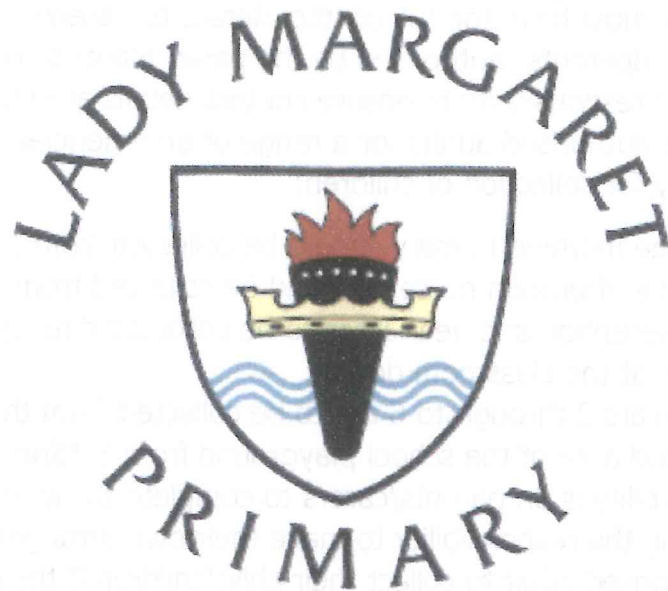

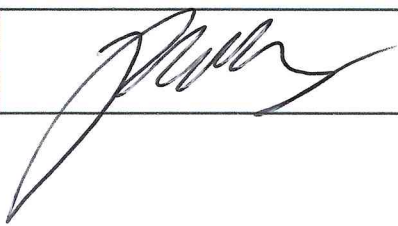


Lady Margaret Primary School



Late Collection Policy

Governing Body Sub Committee	Published	Review Date	Author
Teaching and Learning	October 2017	September 2018	A Hancock
Author's signature			
Headteacher's signature			
Chair of Governors signature			

Lady Margaret Primary School does not expect any child to be collected late. If a parent/carer is delayed for any reason it is the parent/carer's responsibility to call an authorised adult to collect the child/children from school on their behalf.

The school procedures covering the collection of pupils at the end of school are to ensure children are safe and in the care of the parent or an authorised adult by 3.30pm. The school must have the full contact details of parents/carers and other adults [such as grandparents] authorised by the parent/carer to collect their child. It is the parent/carer's responsibility to ensure contact details are up to date and that they have sufficient authorised adults for a range of emergencies. The following procedure will apply for collection of children:

- Children in the morning nursery should be collected from 11.30am
- Children in the afternoon nursery should be collected from 3.15pm
- Children in Reception and year 1 are to be collected directly from school staff from 3.15pm at the classroom door.
- Children in years 2 through to 6 are to be collected from the class teacher in the designated area of the school playground from 3.15pm.
- The responsibility is on parents/carers to complete these arrangements every day, including the responsibility to make their own arrangements with their named authorised adult to collect their child/children if they are going to be late for any reason.
- In the event of an emergency the school expects the parent/carer to make appropriate arrangements so the child/children are collected by 3.30pm by an authorised adult.
- It should be a rare occasion when there is a need to call the school to inform them that a child/children will be collected late, the child/children will be taken to the late room. On any subsequent occasions there will be a charge of £3.00 per child for every 15 mins that parents/carers are late.

If a parent/carer or an authorised adult has not collected the child/children from the school by 3.30pm on more two occasions in a half term the parent will be invited to meet with a member of the senior leadership team. If the child/children are collected late on more than three occasions it will trigger the activation of the school child protection procedures.