

Arnold Mill Primary School



Late Collection Policy

Approved by:	S&P Committee
Last Review Date:	January 2026
Next Review Date	Spring 2028

Arnold Mill Primary School has a commitment to ensure that children are 'happy, safe and secure' at all times of the school day. Our Late Collection Policy works in conjunction with all our safeguarding policy and procedures.

The key aims of this policy are:

- To minimise the possibility of late collection
- To establish clear procedures in the event that a child is not collected at the end of the school day
- To follow up the non-collection to minimise the possibility of it happening again.

Minimising the possibility of late collection

Effective home/school communication should minimise the late collection occurrences. The times of the school day are clearly communicated to parents/carers on the website and the children's home/school diaries.

Parents/carers are also regularly informed of the importance of informing the school if there are any changes to their collection arrangements or if they know they are going to be late.

If school changes a 'collection time' it will notify parents/carers, sufficiently in advance, through text messaging, email, communication boards or a written format.

Parents/carers who are late collecting will be asked to sign the child out using the electronic system in the reception area as a record of the event.

Procedure to be followed if a child is not collected

Arnold Mill has a duty of care for all children until they are collected at the end of the school day or leave school premises at the end of the day if this is what the parent requests depending on the age/maturity of the child.

If a child is **not** collected at the end of the school day the priority is to provide some reassurance if they are worried, concerned or anxious. The following actions should then be undertaken:

The teacher or teaching assistant should:

1. Check the child's Book Bag or Home/School Diary for any communication
2. Check the After School Care daily register to see if they should be attending the After School Care provider. Check whether they are usually in a club that night and have just forgotten to attend.
3. Check with the Office staff to see whether a phone call or note has been received informing school about a late collection.
4. Check that the parent or carer is not waiting at a different entrance.

5. If they have an older sibling, check if they know of a different arrangement for that evening.
6. Telephone the parent/carer. Contact numbers are kept in the office and parents are asked regularly to update them. Please ensure that the Office staff are aware that you are trying to contact a parent/carer.

Nursery (F1) morning child:

- After a member of the Foundation Stage team has carried out steps 1, 3, 4 and 6 above, an F1 'morning only' child should be brought to the main School Office by a member of staff at 12.15pm and stayed with.
- If it is not possible to contact the parents/carers or emergency contacts by 12.30pm, the child will need to be provided with a school dinner (*food allergies will be checked for*) and they will attend the afternoon Nursery session and, if necessary, After School Care (*see Charges*).
- It is important that the contact numbers are tried regularly throughout the afternoon.

Nursery (F1) afternoon, F2, KS1 or KS2 child

- After a member of the Key Stage team has carried out the steps above, the child should be taken to Millie's After School Club by a member of staff at 3.45 pm and a phone call will be made to home to let them know where their child can be collected from.
- Any child collected after 3.45pm will be charged for After School Care in line with Millie's After School fees (*see charges below*).
- If the same child is consistently picked up after 3.30pm, the school reserve the right to charge the late collection penalty described below.
- If the child has still not been collected by 6.05pm, and it has not been possible to make contact with a parent/carer, Gedling Social Care Reception and Assessment Team will be contacted by an SLT member.

Follow-up

Once the situation has been resolved by the Head Teacher it is important to establish how and why the circumstance arose and to ascertain whether there is anything that the school could reasonably do to avoid a recurrence of this situation. It will also be necessary to discuss with the parent/carer steps that they must take to avoid any recurrence.

It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.

Penalty Charges

- The parents/carers of a Nursery (F1) child will incur a charge for the school dinner received and £7.00 for the afternoon session
- If it is necessary to use Millie's After School Care provision parents/carers will be charged for After School Care in line with Millie's After School fees.

- Children should be collected by 6.00pm at the very latest. Any collection after this time will incur a penalty charge of £10.00 per child.
- If there remains a failure to pay, the school will hand the matter over to the Local Authority Legal Services.

Useful numbers

Arnold Mill Primary School	0115 9667930
Millie's After School Club	07469 524024
Local Authority Designated Officer for Safeguarding Children	01623 433433
Social Care The Emergency Duty Team (EDT)	0115 8546090
Nottinghamshire MASH	0300 500 8090
Mental Health Team	0115 854 6356