



Mission Statement

***At SS John & Monica's, we learn through
the example of Jesus to
Love, Respect, Understand and Value each other.***

Late Collection Policy

Aim

At St John and St Monica School we aim to provide a safe and caring environment. In the event that a child is not collected or delayed, they will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed. In the event that a child is not collected by an authorised adult, we put into practice the agreed procedures, unless agreement to walk home alone has been obtained.

From 29th April 2019 Governors are imposing a late collection charge for children who are not collected from school on time (Please see Procedures for Non- Collected Children below).

Methods

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)

Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour (**NB: We ask that parents/carers leave a minimum of 3 contact numbers**).

- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above we ask that the school office is notified immediately (0121 464-5868).

When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher.

In the event that the parent/carer is running late or has made alternative collection with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.

N.B If parents have children at other schools who need to be collected, arrangements must still be made to have their child collected from St John and Monica as no child should be left for any amount of time waiting for collection. The school does not offer a 'grace period' for collection.

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/ carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime the child will wait near the office under adult supervision

Suitable person / Identification of Individuals

It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves. It would not be deemed appropriate for another primary school aged child to have this responsibility and it would be a judgement call based on the age and maturity of any other young person under the age of 18. If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the Head teacher or Designated Senior Lead (DSL) will be contacted. They will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another person named on the emergency contact list or suitable member of the family to collect the child. If another emergency contact or family member is not available then Children's Social Care may need to be contacted.

Recording Late Collections

- All late collected children will be recorded in the "late book". This late book is monitored by the Designated Senior Lead within school and this information may be used to inform Children's Social Care should they request this information.
- Where a child has 3 recorded late collections in one half term a letter will be sent home to the parents. (see letter appendix A)
- Where there is no improvement in late collection, a parent will be invited into school to discuss reasons behind persistent late collection. A second letter will be sent to the parent/ carer and a referral may be made to the Children's Social Care.

After School Clubs

- Where children are collected more than 5 minutes late from a school-run after-school club on 3 occasions they will automatically lose their place at that particular after school club.
- If children are collected late or not collected, the Procedures for Non-Collected Children will apply.

Procedures for Non-Collected Children

- **The school day finishes at 3.20pm**
- **Teachers will remain on the playground until 3.30pm**
- **Children who are not collected by 3.30pm will be escorted to the Breakfast Club area of the hall**
- **A late fee of £3.75 will be charged to parents, for children still in school between 3.35-3.50pm**
- **At 3.50pm children will be taken to an After School Supervision. Parents will be charged an additional £3.75 charge for every 15 minutes they are late until they collect their child.**

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Late Collection from After School Club

- Children not collected from After School Club on time will be taken to After School Supervision. A late collection fee of £3.75 will be charged every 15 minutes

Whenever a parent fails to collect a child from school or an activity at the expected time:

- This will be brought to the attention of the Head Teacher or a Designated Safeguarding Lead (DSL). A nominated member of the school staff will then make every effort to contact the parent/carer or the named alternative carers (including where known, other settings that siblings attend to see if they are experiencing the same problem).
- The DSL will maintain a record of incidents where parents do not collect a child from school or other activities. Any child welfare concerns arising out of such an incident(s) will be dealt with in accordance with the child safeguarding procedures of the school/organisation.
- If the child has not been collected/received, and it has not been possible to contact a parent or named care a phone call should be made to the Children's Social Care, Multi-Agency Safeguarding Hub (MASH) who will act in a coordinating role in the first instance. The Emergency Duty Team will be contacted if the Multi-Agency Safeguarding Hub has closed (for example if a child had not been collected following an extended day school visit).

Persistent Late Collection

If a family is persistently late in collecting a child then the Head teacher or DSL will consider taking further action that may include a referral to the Children's Social Care. A full report of any late collection incidents will be recorded and placed in the child's school file.

Updated September 2026

To be reviewed September 2027