



St Bartholomew's Church of England Primary School

Late Collections Policy

Action	Date
Document reviewed	September 2025
Reviewed By	Sarah Irvine
Adopted by Governors	September 2025
Next Review Date	September 2026



St Bartholomew's C of E (VA) Primary School

Follow Jesus in all we do

School Vision

We seek to ensure that by following Jesus, each individual is inspired to shine in all areas of their educational and spiritual development.

'For I know the plans I have for you,' declares the Lord, 'plans to prosper you and not to harm you, plans to give you hope and a future.' (Jeremiah 29:11)

Mission Statement

Follow Jesus in all we do

'When Jesus spoke again to the people, he said, "I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life".' (John 8:12)

Core Values

Our school is underpinned by 6 core values;

Courage

'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.' (Joshua 1.9)

Friendship

'Love each other as I have loved you.' (John 15:12)

Service

'Serve one another in love' (Galatians 5.13)

Forgiveness

'Do not judge, and you will not be judged; Do not condemn, and you will not be condemned; Forgive, and you will be forgiven' (Luke 6:37)

Justice

'And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.' (Micah 6:9)

Love

'Give thanks to the Lord, for he is good; his love endures forever.' (Chronicles 16:34)

Late Collection Policy

Purpose

We know that families lead busy lives, and sometimes things don't go to plan. This policy is here to help us manage those moments with care and clarity, ensuring children remain safe and supported while also respecting the time and wellbeing of our staff.

Policy Statement

We recognise that unforeseen delays can occasionally occur, and we aim to support families with understanding and flexibility. Our primary concern is the safety and wellbeing of the children in our care. To ensure we can continue providing high-quality care and maintain appropriate staffing levels, a late collection fee is applied when children are picked up after their scheduled time. We encourage open communication and will always consider individual circumstances with empathy and discretion.

Procedure

1. Grace Period

- We offer a 5-minute grace period after the scheduled collection time, recognising that small delays are sometimes unavoidable.

2. Late Fee Charges

- **First 15 minutes late:** £14 flat fee.
- **Beyond 15 minutes:** £14 per 15 minutes thereafter.
- **If a meal is provided due to lateness:** An additional £2.90 charge will apply.

3. Communication

- If you're running late, please let us know as soon as possible.
- If we haven't heard from you, we'll try to contact you and your emergency contacts to ensure everything is okay.

4. Safeguarding Procedure

- If a child remains uncollected 30 minutes after closing and we're unable to reach anyone, we may need to contact the local authority or police to ensure the child's safety.

5. Recording and Invoicing

- All late collections are noted in our records and any fees will be added to your monthly invoice.

6. Ongoing Support

- If lateness becomes a regular issue, we'll reach out to discuss how we can support you and explore solutions together.

- If a child remains uncollected 30 minutes after closing and we're unable to reach anyone, we may need to contact the local authority or police to ensure the child's safety.

7. Ongoing Support

- If lateness becomes a regular issue, we'll reach out to discuss how we can support you and explore solutions together.

Exceptional Circumstances

We know that emergencies and unexpected events happen. If you've experienced something out of your control, please speak to us - late fees may be waived at the discretion of the Headteacher.