**St Peter’s (A) Primary School**

Late Collection

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| **Local Procedures:** |
| * School staff need to know who is collecting children at the end of the day. It is the responsibility of parents/carers to keep the School informed.
* When a child starts school details of parents/carers are collated and kept on file in the school office.
* At the start of the school year staff will establish with the parent or carer the ‘normal’ collection arrangements for the end of the school day.
* Details of who is authorised to collect children will be kept on file in the office.
* Parents/carers must inform staff of any changes in person or by letter.
* After School Clubs’ teachers/leaders will follow the same procedures as documented here.
* At the end of the school day KS1 children will be taken out as a class by a member of staff and sent to parent/carer only when they can be seen.
* KS1 children who are late to be picked up will remain in the classroom for 5 minutes from finish time then be taken to Afterschool Club – see below.
* KS2 children will exit through the pupil entrance but will return into school if no one if there to collect them.
* We encourage the older children to independently to walk to the Parish Council carpark if the parents support it, but stress that they must return to school if no one is there to pick them up.
* Children who are late to be collected will remain in the hall until 3:25pm and then will be taken to Afterschool Club where they will remain until they have been collected by an adult.
* For any child taken to Afterschool Club a charge will be incurred at this point. £2 for 25minutes, full charge of £4 a session for any length of time longer than 25mins.
* The School understands there will be times where delays are unavoidable and are happy to supervise children on these occasions – parents must inform the school if they are going to be unavoidably late as soon as possible. Costs will not be incurred in these instances.
* Where persistent lateness is occurring the parents will be invited to discuss the issue with the class teacher / Headteacher to fully understand the issues the family are facing.
* Parents/carers must send in written confirmation if they wish a Key Stage 2 child to walk home by themselves.
* Where any extra-curricular activity is provided by an external organisation, it is the responsibility of that organisation to identify and respond to safeguarding concerns, including those arising from drop off and collection issues.
* For off-site activities parents/carers should complete details of collection arrangements on the permission slip.
* The school takes persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child.
* In the event of a child not being collected, the school will make every effort to contact the child’s parents/carers, and if this proves to be impossible, will try to get in touch with an alternative emergency named contact, who is authorised by the child’s parents to collect them on their behalf.
* If no contact can be reached, school staff will inform Social Services.
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| **Responsibilities:** |
| * School to provide all families with details of the school day and routines as well as any policy that pertains to them.
* School to ensure that pupils only go home with agreed adults or siblings.
* School to provide a safe place and supervision for the children while waiting to be collected.
* The school should ensure that as part of the service level agreement with an external organisation providing extra-curricular activities, that the organisation has confirmed that:
* level one safeguarding children training has been completed by staff
* a child protection policy is in place
* an appropriately trained designated member of staff is responsible for responding to safeguarding concerns.
* Parents to complete forms that are sent out and return to school.
* Parents to keep the school informed of any change to contact details.
* Parents to provide a responsible adult / older sibling to collect their children at the correct time.
* Parents to let the school know if there are any changes to picking up arrangements this could be via journal, phone, email or conversation with member of school staff.
* Parents to let the school know if they are going to be unavoidably late as soon as possible.
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| **Records to be kept:** |
| * Details of who is authorised to collect children,
* List of children who have permission to walk home.
* List of children persistently picked up late.
* Any communication from the school.
* Details linked to external providers.
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