

# SCAWSBY SALTERSGATE INFANT SCHOOL



## LATE COLLECTIONS POLICY

<b>Policy Approved by Governors</b>	<b>April 2024</b>
<b>Review Date</b>	<b>April 2025</b>

## **Rationale**

Saltersgate Infant School has a responsibility to keep children safe whilst they are at school and promote the welfare of these children as described in the school's Safeguarding Policy. This policy also includes making appropriate arrangements to protect children from abuse or neglect.

The majority of parents and carers of children at the school ensure that their children are collected from school on time at the end of the school day. However, there are a small number of parents who are frequently late to collect their child/ren or who fail to make timely satisfactory alternative arrangements for their child/ren to be collected from school on time. In these circumstances, school has to allocate staff to oversee and care for late-collected children. They also spend considerable time and effort in trying to contact parents to find out why the child has not been collected and arranging alternative arrangements until someone arrives. This means that staff are unable to undertake their normal duties at this time.

## **Objectives**

- To ensure that parents are aware of their responsibilities to collect children on time at the end of school or at the end of after-school clubs
- To help prevent children from becoming distressed or feeling neglected because they have been 'left behind' when everyone else has gone home
- To encourage parents and carers to collect their children on time by the introduction of a charging regime as a penalty for late collection of children
- To enable staff to attend training, meetings and carry out essential marking and lesson preparation at the end of the school day

## **Charges for late / non-collection of children**

Under Section 457 of the Education Act 1996 and relevant Regulations, the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date.

The Governing Body has decided that, except in emergency situations (be advised that traffic does not count as an emergency situation), where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that

the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

In order to cover the additional costs of staff time for staying with the children beyond their contracted hours the following Late Collection Policy will apply. The Late Collection Policy will operate to the following timetable from the end of the school day:

### **End of the school day**

Nursery Morning Session - 11:30 am

Nursery Afternoon Session - 3.10 pm

Nursery Full Day Session (30 hours per week) - 2.30 pm

Reception - 3.15 pm

Year 1 - 2.55 pm

Year 2 - 3.05 pm

- 10 minutes after the end of their school day, children not collected will be taken to the school office.
- 15 minutes after the end of their school day, a charge will be payable for each child remaining in the office.

### **After School Clubs:**

- Staff will remain with any children not collected for 10 minutes after the end of their club.
- After 15 minutes, a charge will be payable for each child remaining.

### **The Charging Arrangements**

In cases where a child is not collected within fifteen minutes of the end of their school day or after school activity, a charge of £5.00 will be issued to the parent/carer for up to 30 minutes of non-collection. Thereafter, for each thirty-minute period that the child is not collected, the parent will be issued with a £10.00 charge. An invoice will be sent and expected to be paid within the date set on the invoice. Failure to pay will lead to further action being taken.

Without reasonable excuse, on the second late collection within a term, the parent/carer will be sent a letter reminding them to collect their child from school at their usual end time or at the end of an after school club, see Appendix A.

On the third instance, a fine may be issued.

If the child has not been collected after one hour from the end of the school day or after school activity and no contact has been made with the parent or arrangements agreed, we will follow our Child Protection Procedures for uncollected children.

## **Procedures for Non-Collected Children**

### Late Collected Children

- All late collected children will be recorded in the “late book” and this information may be passed on to the Local Authority’s Education Welfare Officer for further investigation.
- Where a child has 2 recorded late collections in the school year, a letter will be sent home to the parents. (see appendix A)
- On the third instance, a fine will be issued as describe on the previous page.
- Where there is no improvement in late collection a second letter will be sent and a referral made to the Local Authority’s Children’s Social Care team.

### Regular Late Collections (Less than 15minutes)

- Repeated incidents of lateness (shorter than fifteen minutes), may result in a meeting with a member of SLT to discuss reasons for on-going late collections and discuss how the school can help to alleviate these instances. As always, it is the school’s intention to work together with parents to find solutions to problems.
- An outcome of the meeting may be that a fine may be applied for instances less than 15 minutes without reasonable reasons as to why.

### After School Clubs

- If children are collected late or not collected, the Procedures for Non-Collected Children will apply.
- Where children are collected more than 15 minutes late from an after-school club on 2 occasions, they will automatically lose their place at after school clubs for the rest of the academic term.

### Non-Collected Children

- Under no circumstances will staff look for the parent outside of school or take the child home with them.

- If there has been no contact made after one hour, or no staff available on the premises, the police will be telephoned and given the child's details i.e. name, DOB, address, names of parents/carers and any other contact details.
- Children's Social Care may also be informed.
- If the police cannot locate an appropriate adult to come for the child, they will notify Children's Social Care via the emergency duty team, who will arrange for the child to be cared for (possibly with Foster Carers).
- Should the parent fail to collect the child before 4.45 pm, the Headteacher will ensure that the child is taken to the police station or the allocated After Hours Social Care Team.
- The police may decide to take the Police Protection Order (PPO) as part of this process.
- If there are two or more such episodes within a six-week period, staff will make a referral to Children's Social Care.
- A full report of the incident will be written and placed in the child's school file.

**Appendix A**

Date XX

**Late Collection Notification**

Dear Parent/Carer of XX

I am writing to you regarding the number of times your child has been collected late from school this half term. Your child has been collected late on \_\_\_\_ occasions, resulting in \_\_\_\_\_ minutes late in total.

It is the parents' responsibility to ensure children are collected on time and being collected late can be very distressing for the child/ren concerned.

The Governing Body has agreed that charges will be applied for late collections. In cases where a child is not collected within fifteen minutes of the end of the school session or after school activity, a charge of £5.00 will be made to the parent/carer for up to 30 minutes of non-collection. For each thirty-minute period that the child is not collected after that time, a £10.00 charge will be issued. You will have received an invoice for any late collection charges applied. Please ensure that this is paid within the date set on the invoice. Failure to pay will lead to further action being taken.

The School's Designated Lead for Child Protection will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.

This letter is intended to make you aware of the problem so you can begin to address it. I look forward to an improvement in the situation.

If you would like to discuss the content of this letter further, please do not hesitate to contact the school.

Yours sincerely

Headteacher

**Appendix B**

Date XX

**Late Collection Charge**

Dear Parent/Carer of XX

You have incurred a charge of £ \_\_\_\_\_ as you did not collect your child(ren) until \_\_\_\_\_ on \_\_\_\_\_ after already receiving a **Late Collection Notification** letter previously outlining the implications of further late collections.

This charge is to cover the additional costs of staff time for staying beyond their contracted hours.

Under Section 457 of the Education Act 1996 and relevant Regulations, the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date.

The Governing Body has decided that, except in emergency situations (be advised that traffic does not count as an emergency situation), where children are not collected from the school within fifteen minutes after the school day or after school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

Attached is a copy of our Late Collection of Children Policy.

Yours sincerely

Headteacher