



LATE COLLECTION OF CHILDREN POLICY AND PROCEDURES

We appreciate that there are times when the late collection of children is unavoidable; however this late collection policy applies in all circumstances.

The school is open from 8.00 am to 5.30 pm daily. Children who attend breakfast club are admitted to school premises at 8.00 am. School finishes at 3.30pm. Any child who attends after school clubs may be on school premises until 4.30pm or 5.30pm.

If parents are unable to collect their child/children on time, they must telephone the school to let us know what the situation is, when their child is likely to be collected and the name of the person who will be collecting them.

Any parent who is late collecting their child at the end of the school day or from after school club will be charged a late fee of £5.00 for every 15 minutes they are late.

In the event of parents repeatedly collecting their child late they will be asked by the school to review their collection arrangements.

In the unlikely event of a child not being collected from the school at the expected time and no contact being made with the parents, the following procedure will apply:

- Two members of staff will remain on the premises with the child at all times. One of these staff members will be a senior member of staff.
- The child will be reassured and comforted.
- The parents/carers will be telephoned on all available contact numbers.
- If the parents/carers are not contactable the emergency contact person will be contacted and asked to collect the child.
- Every effort will be made to contact the parents or the emergency contact.
- If no contact has been made with either the parents or the emergency contact within **one hour of the time at which the child was due to be collected** the school will contact Social Services or the Police for advice.

Hackney Social Services First Response Team: **020 8356 5500**

Social Services Emergency Duty Team (out of office hours): **020 8356 2710.**

London Metropolitan Police: 101

Reviewed: January 2015