

Frogwell Primary School

Safe and Happy – Supportive – Respectful – Aspirational - Inclusive

Late Collection of Children

Date of Policy: Term 1- 2025

Review Date: Term 1- 2026

Governor Responsibility: Full Governing Body

Governor Lead: Nigel Linacre

Nominated Lead Member of Staff: Imogen Woods

Status & Review Cycle: Statutory Annual

Children must be collected from school at 15:15 unless they are attending a planned school club or are booked into wraparound care in advance. School staff have commitments after school that may include work meetings or collecting their own children and parents/carers are expected to respect this by ensuring their children are collected on time. The school office closes at 15.30 and is not staffed after this time so late collections cause significant difficulties for school staff.

Repeated or frequent late collections will be classed as a cause for concern.

In the event of a pupil not being collected at the end of the school day, the following will apply:

- The pupil will stay with their teacher/class lead staff until 15:25 (10 minutes after school has ended).
- At 15:25, the teacher will take the pupil to the front office and the parents/carers will be called. The teacher will remain with the child until 15.30 and alert SLT if the child is still uncollected.
- If the parent/carer has been contacted and confirmed as arriving shortly (within 15 minutes) school staff will ensure the pupil is supervised until collection.
- If the parent has been contacted but is further than 15 minutes away from collection, supervision will be provided by our wraparound care on site, which will then result in a cost to the parent for the provision in line with the current charges for the service.
- If the parent or carer cannot be contacted by 15:45, then a member of the Senior Leadership Team will be informed. Efforts to contact the parents/carers and emergency contacts will continue.
- Supervision will continue to be provided up to 16:30 in the wraparound care, at a cost to the parent.
- If the pupil is still uncollected and no contact can be made with the parents/carer by 16:30 then Integrated Front Door (0300 4560108) must be notified by the senior member of staff on site, which may result in the child being taken in the care of social services or the police.
- Two members of staff, including a member of SLT wherever possible, will remain on site until the pupil is collected by either the parent/carer or social care.
- If attending a club or wraparound care, children must be also collected promptly at the planned finish time.
- In the event of a pupil not being collected on time at the end of an extra-curricular club, the same process will be followed as above but the child will be placed into wraparound care 10 minutes after the club/activity has ended and the parent/carer will be charged for the service.
- In the event of a pupil not being collected at the end of a wraparound care session, parents/carers will be charged for the additional time. If the late collection extends beyond the club closing time, this charge will be higher than the standard charges to reflect the cost to the school of paying staff overtime. Integrated Front Door will be notified if the child is uncollected at closing time, which may result in the child being taken in the care of social services or the police.