



Late Collection Policy

Date of Approval:	20 May 2026
Date of Next Review:	May 2028
Signed: Executive Headteacher	M Talbot
Signed: Chair of Governors	M Hall

Document History

Date	Change Reference	Summary of Change
19 January 2021	Page 4-1.2	Amend details of how the pupils leave the school site at the end of the day
19 January 2021	Page 4-1.5	Change of details of who will take any action against parents who collect their children late
21 November 2023	Page 3	Update to reflect new times of the school day

1.1 Policy Aims:

- To ensure that all children are collected promptly and are safe
- To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school as part of their directed time
- To apply a fair and consistent approach for any late collection of children.

1.2 The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.25pm
- Children will leave from the playground and exit the school via Gate G
- At 3.30pm any remaining children will be taken to the school reception for collection
- At 3.30pm teacher training sessions and meetings begin
- **From 3.40pm a charge will be payable for each child remaining in the office**

1.3 Costings:

- On the first occasion a child is not collected by 3.40pm, you will be charged a one-off payment of £3 per child
- For every subsequent time when a child is not collected by 3.40pm, you will be charged £3.00 per 10 minutes, per child. For example if you pick your child up at 4:00pm, you are 35 minutes late and 20 minutes into staff time. You will therefore be charged £6.00. The office clock will be used to determine the time. Each part-block of 10 minutes will be charged at the full £3.00 rate. These charges will also apply if parents phone the school to say they will be late but arrive after 3:40pm.
- The office GPS clock will be used to determine the time
- Each part block of 10 minutes will be charged at the full £3.00 rate.

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1.4 After school clubs:

- The charges shown above will also apply to late collection following afterschool clubs
- All club finish times are clearly advertised on the club offer letters
- A window of 10 minutes from the advertised club finish time will be permitted for handover. Charges will apply from that point onwards

- In addition to this, should you be late for collection on more than one occasion, your child will lose their place in the club for that particular school term.

All monies collected from the charges stated above will be put into the school fund account and used to enhance the school environment for all of our children.

1.5 What will happen when I arrive late to collect my child?

You will be required to complete a Late Collection Slip stating the time of collection and the reason why you were late. A register of late collections will be kept, which will be monitored by School Staff.

A pattern of lateness will prompt action by the school in the form of a letter and, if the pattern continues, an interview may be requested.

1.6 Late collection after 5.00pm

In the extreme case that your child is not collected by 5pm and we have failed to contact an appropriate adult as listed on the children's contact information, Social Services will be contacted. Under no circumstances will we release a child to an adult that we are not aware of. If this is the case, you must contact the school and inform us of the adult's name and what relationship they are to the child, and the time of arrival.

The incident will be recorded in writing and put into your child's school file.

Late collection causes not only distress to your child but also prevents staff from carrying out their own duties. The implementation of this policy hopes to rectify both of these issues and ensure safe and timely collection of all of our children.