



# St. Luke's C of E (A) Primary School

## Late Collection Policy 2025 – 2028

**Written by:** Mr. P. Phillips

**Agreed by Governors:** September 2025

**Date for review:** September 2028

## Late Collection Policy (2025–28)

### Aim

St. Luke's C of E Primary School aims to provide a safe and caring environment. If a child is not collected, or collection is delayed, they will be reassured in order to cause as little distress as possible. This policy sets out the steps staff will take and the charges that may apply in cases of late or non-collection.

### Procedures

#### 1. **Contact Information**

Parents/carers must provide the school with up-to-date contact details and at least two additional authorised adults who can collect their child in case of emergency.

#### 2. **Change of Collection Arrangements**

Parents must inform the school office or class teacher of any changes before the end of the school day.

#### 3. **Late Collection Steps**

If a child is not collected on time:

- Emails are checked for messages regarding collection changes.
- Parents/carers are contacted by phone.
- If unsuccessful, other authorised adults are contacted.
- In the meantime, the child will wait under adult supervision.
- From **3.25pm onwards** (10 minutes after the school day ends at 3.15pm), the child will be taken to Teatime Club.

### Charges for Late / Non-Collection

In line with Section 457 of the Education Act 1996, the Governing Body has agreed that charges will be applied where children are collected late, except where there is a genuine, unforeseen emergency (e.g. car breakdown, medical emergency, traffic accident).

- **Grace period:** Parents have until **3.25pm** to collect their child without charge.
- **After 3.25pm:** A charge of **£5.00** will be made, covering the first Teatime Club session (3.25–4.15pm).

- **After 4.15pm:** A further **£7.00** will be charged, covering the second session (4.15–5.45pm).
- **After 5.45pm:** If a child remains uncollected and no contact has been made, safeguarding procedures will be followed.

Charges will be added to the parent's online account.

### Persistent Late Collection

- If late collection occurs **more than once in a week**, the charge will apply after **five minutes** beyond the end of the school day.
- Persistent lateness will be logged and monitored. The Headteacher may contact families to discuss concerns and, if necessary, refer the matter to the **Education Welfare Officer** or other agencies.

### Safeguarding & Uncollected Children

- Children will **never be taken home by staff**.
- If contact cannot be made with parents/carers or other authorised adults, the school will contact **Nottinghamshire Children's Services** in line with local safeguarding procedures.
- All incidents of late collection will be recorded on CPOMS, which may be shared with safeguarding partners if required.

### Parent Communication

This policy is available on the school website and shared with new families at induction. Letters will be sent to parents following repeated incidents, using the template in Appendix A.

## **Appendix A: Letter for Late Collection**

Dear Parent/Carer of [Child's Name],

I am writing to you regarding the late collection of your child on [date].

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

If your child continues to be collected late at the end of the school day, the Governing Body has agreed that charges will be incurred. Where a child is not collected within ten minutes of the end of the school day (by 3.25pm), a charge of £5.00 will be made to cover the cost of Teatime Club provision (3.25pm – 4.15pm). Should your child remain uncollected after 4.15pm, a further £7.00 charge will be made to cover the second Teatime Club session (4.15pm – 5.45pm).

This charge will be automatically added to your online parent account for payment.

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

Yours sincerely,

Mr. Phillips  
Headteacher