

Policy and Protocol for Late Pick-up After School

At St Hilda's Church of England Primary School, we nurture children to become respectful British citizens and achieve their potential. Together we unite to discover, value and develop the aspirations of each individual within a trusted, caring community.

Teach me knowledge and good judgement for I trust your commands. Psalms 119:66

Rationale

At St Hilda's we understand that - **on rare occasions** - events beyond the control of a parent may mean they are late collecting their child(ren) at the end of the school day. On such occasions, school staff endeavour to be understanding.

A parent who knows they will be late collecting their child(ren) **must** contact school in advance.

Persistent lateness demonstrates a lack of respect for school staff and has a fundamental impact on the operational workings of the school.

The following approaches are in place as a response to unexplained and persistent lateness:

- Children are collected from the playground at the end of the day where they will be handed over by the adult in charge of the class - typically the class teacher.
- If a child has not been picked up from the playground 10 minutes after the end of the school day, the child is escorted to the school office by a member of staff.
- After a further 5 minutes, a member of staff makes a written record of the child's name and class and tries to establish contact with parents by telephone.
- The parent/carer will need to come to the office / main entrance to collect their child.
- The member of staff records the reason for the lateness following discussion with the parent/carer.
- The parent/carer is asked to sign the child out, agreeing to the details in the written record.
- **If a child is picked up late THREE times, there is a charge of £10.00 on the third occasion AND a charge of £10.00 per child for every subsequent late pick-up. An invoice is sent directly to parents at the end of each month.**
- Any unexplained lateness after 30 minutes can be deemed "abandonment" and referred to Children's Social Care and/or the Police.

September 2021

This Policy will be reviewed in September 2024.