

RAVENSCOTE JUNIOR SCHOOL

LATE COLLECTION POLICY

2024 - 2026



Date of Approval		Date of Review	
November 2024		November 2026	
Signed	Amy Wells Headteacher	Signed	Emily Gibson Chair of Governors



Ravenscote Junior School

Late Collection Policy

AIM

We aim to provide a safe and caring environment. In the event that a child is not collected or the parent/carer is delayed, the child will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed they will be aware of procedures being followed. In the event that an authorised adult does not collect a child, we put into practice the agreed procedures, unless arrangements to walk home alone have been obtained.

METHODS

Parents/carers of children starting in the school are asked to provide specific information, which is kept in our data file in the office, including:

- Home address and telephone number of parents/carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of at least three emergency contacts who are authorised by the parents/carers to collect their child/ren from the school eg. Childminder, relative or neighbour
- Information about any person who has been denied legal access to the child/ren
- Information about who has primary responsibility for the child/ren

If there are any changes to any of the above, we ask that the school office is notified immediately. When there is a change to the end of the day arrangements, we ask that parents inform either the school office or the class teacher.

We inform parents that if children are not collected at the end of the day we follow the following procedures:

- In the event that the parent/carer is running late or has made alternative collection arrangements with a friend/relative, they should ring the school to, in good time and as soon as possible, advise us of those changes so that both the teacher and child are aware.
- If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:
 - Messages are checked to see if there are any changes to the end of the day arrangements
 - Parents/carers are contacted at home, mobile or work
 - If this is unsuccessful other authorised adults are contacted
 - In the meantime, the child will wait at the reception office under adult supervision
 - Members of the Senior Leadership Team are notified using the radio communication channel

Charges for late/non-collection of children

Under Section 457 of the Education Act 1996 and relevant Regulations, the school's Local Advisory Committee has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity.



The Local Advisory Committee accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and when those times are varied for a specific event or date.

The school and Local Advisory Committee require that, except in emergency situations (traffic does not count as an emergency situation), where children are not collected from school within 15 minutes after the school day or within 10 minutes of after school activity ending, a charge will be made to the child's parent or carer. The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

Children are dismissed from school at 15:25. We appreciate that on occasion parents/carers may be delayed and we ask that, if this is the case, you call the school ahead of 15:25 so that we can notify your child(ren) and keep them safe with the school office.

Children not collected within 10 minutes of the end of the school day, or of an after-school activity ending, will be placed in Ravens Roost (wrap around childcare) for their safety.

One-off exceptional circumstances for late collection will be considered on an individual basis.

Charging arrangements are in place to avoid the need for members of staff to provide out of hours childcare.

Charging Arrangements

For children collected late from school, whether that be at the end of the school day or after an after school activity, a charge will be payable by the parent/carers to the school. The parent will be expected to pay this fine onto our Arbor system within 48 hours.

Late Collection Charging Arrangements	
10-29 Minutes	£20.00
30-59 minutes	£40.00
60 minutes plus	£60.00

After 18:00, parents/carers are charged as above. In addition, the child will be placed in care of a senior member of staff, at school, and an emergency meeting between HT/DHT and parent/carers will be arranged for the following school day.

Procedure children who have not been collected

Late Collected Children

- All late collected children will be recorded on our MIS system (Arbor) and this information may be passed onto the Local Authority's School Attendance team for further investigation.
- Charges will apply as above.
- Where a child has a late collection, a letter will be sent home to the parents and the applicable fee will be charged.



- Where there is no improvement in late collection, referral may made to the Local Authority's Children's Services.

Non-Collected Children

- Under no circumstances are the staff to look for the parent, nor do they take the children home with them.
- If there has been no contact made with the parent/carer after 30 minutes, the DSL or deputy DSL will call C-SPA (Surrey safeguarding advice line) to discuss further arrangements. It is highly likely that the advice would be to call the police.
- If the police cannot locate an appropriate adult to come for the child, they will notify Children's Services via the emergency duty team, who will arrange for the child to be cared for.

