



# English Martyrs' Catholic Primary School

## Late Collections / Charging Policy

Our English Martyrs' School community aims to follow the example of Christ in welcoming, recognising, fostering and developing each individual as a unique and special gift of GOD with value and dignity

Date Reviewed: September 2016

Review Date: September 2017

Signed:.....  
for and on behalf of the Governing Body

# Late Collection of Children and Charging Policy

## Aim

We aim to provide a safe and caring environment for all pupils at our school. This policy sets out procedures that we follow when children are not collected on time at the end of a school day unless agreement to walk home alone has been obtained.

In the event that a child is not collected and a parent or authorised person\* is delayed, children will be looked after and reassured in order to cause as little distress as possible.

## Methods and Procedures

Parents of children enrolling and attending English Martyrs' school are asked to provide specific information which is kept in our data files in the school front office including:

- Home address and telephone number of parents/ carers;
- Parents' place of work, and telephone number ( if applicable);
- Mobile telephone number (if applicable);
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour etc;
- Information about any person who has been denied legal access to the child;
- Information about who has primary responsibility for the child.

## Changes:

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.

If a parent/carer wishes for their child to be collected by somebody who does not have parental responsibility for him/her, whether this is a regular arrangement or a one-off situation, the parent/carer must give written or verbal consent for an agreed person to take the child home, and an entry made in the 'Collection of children register'.

\*(Authorised Person = a responsible person aged 16 years or over for pupils in year 2 and below).

### **End of the day procedures:**

- **For Reception & KS1** (Years 1 and 2) school finishes at 3.00 pm. Teachers will wait in the playground with children until 3.15pm.
- **For KS2** children school finishes at 3.15 pm:
  - **Years 3, 4 and 5** teachers will wait in the playground of Building 2 until 3.20 p.m. A designated teacher will then ask any children not collected to line up and walk across to Building 1.
  - **Year 6** Teachers will wait in the playground with children until 3.20pm.
- The children will then be taken to the Undercroft in Building 1 to wait with a designated adult.
- All late collections are recorded in the 'Late Collection of Children Book', which is monitored by the Head Teacher, School Governors and Education Welfare Officer/Inclusion manager.
- The designated adult supervising late children in the undercroft will check for any messages at the school front office to see if there are any changes to the end of day arrangements for any child.
- Parents/carers will be contacted at home or work using all the numbers available.
- If this is unsuccessful, other adults authorised by the parents/carers will be contacted.
- If none of the above is successful, any others parents/carers who are known to the family will be contacted to gather information on the parent's whereabouts.

### **CHARGES/PENALTIES**

For every child who is not collected on time the following charges/penalties will apply:

- For Reception and KS1 children - a charge of £1 for every minute will be made after 3.15 pm that a child is waiting to be collected.
- For KS2 children - a charge of £1 for every minute will be made after 3.30pm that a child is waiting to be collected.
- The charges will be invoiced on the next school working day. All monies collected will be put into the school fund account. (see letter: Appendix A)

**Children not collected by 4.30 p.m.**

- If the child has not been collected by 4.30pm and no contact has been made or arrangements agreed, we will follow our Child Safeguarding Procedures and contact the Local Social Services:
- The child/ren will be taken to the address above by a senior member of staff. A taxi will ALWAYS be used as transfer for the child and the senior member of staff. The cost of the taxi will be charged to the parent.
- Social Services will aim to find the parent/carer or relative and if unable to do so the child will be placed into the care of the Local Authority.
- Social Care will give advice and make appropriate checks. However, the school will continue to be responsible for trying to contact the parent/carer/emergency contact person and to keep Social Care updated about the situation. If there are any concerns about the welfare of the parent/carer, Social Care may ask the local Police to visit the home address.
- Under no circumstances will the staff go looking for the parent or take the child home with them.
- A full report of the incident will be written by a member of the school's SLT and placed in the child's school file.
- The school will deliver a letter to the child/children's home informing the parent/carer that the child has been taken to the Social care centre (see letter appendix B).
- The Head teacher, Deputy Head Teacher or SENCO should discuss the incident with the parent/carer at the earliest opportunity in order to address the issue and prevent any similar further incidents.

### **Other**

- Where a child has 3 recorded late collections in one half term (more than 15 minutes late) a further letter will be sent home to the parents (See Appendix C). An interview may be requested and a referral may need to be made to the Educational Welfare Officer/Inclusion manager if lateness persists.
- Where children are collected more than 10 minutes late from a school-run after-school club (eg: Sports Club, Book Club etc) on 2 occasions they will automatically lose their place at that club.

This policy will apply to all children at English Martyrs' School.

## APPENDIX A

**For use when a child has not been collected by 3.15 pm (KS1) or 3.30 p.m. (KS2) and a penalty charge applies.**

(To be put onto School letter-headed paper)

Date \_\_\_\_\_

[Name of Parent/Carer]

[Address]

[Address]

[Address]

[Post Code]

Dear [parent/carer],

As you are aware, \_\_\_\_\_ was collected late from school on \_\_\_\_\_. I would like to remind you that, in order to safeguard the welfare of your child, the School is obliged to implement our Late Collection Procedure for children not collected on time at the end of the School day.

This means that a penalty charge has to be applied and parents/carers of children collected late asked to pay a fine of £1 for every minute that their child is collected late (applicable after 3.15 pm for Early Years and KS1 and after 3.30 pm for KS2 children)

As your child was collected at \_\_\_\_\_ on the date shown above a fine of \_\_\_\_\_ applies. Please make arrangements for this to be paid at the school office. Money collected from such fines will go into the school fund.

Thank you very much for your understanding.

Yours sincerely,

[Name]

[School Head Teacher or Child Protection Designated Person]

## **APPENDIX B:**

**For use when a child has not been collected within by 4.30 p.m, and Social Care has been contacted.**

(To be put onto School letter-headed paper)

Date \_\_\_\_\_

[Name of Parent/Carer]

[Address]

[Address]

[Address]

[Post Code]

Dear [parent/carer],

[Child] was not collected from school on [date] and we were unable to contact you or the emergency contact(s).

As a result, in order to safeguard the welfare of your child, the School was obliged to implement the procedure for children not collected at the end of the School day [School activity].

This procedure, involved us contacting Social Care in order that arrangements could be made for your child to be taken to a safe place. I am sure that you will appreciate the importance of providing for your child in these circumstances.

I hope that the reasons for your child not being collected are not serious, but would ask you to contact the School as soon as possible to discuss the matter further.

Yours sincerely,

[Name]

[School Head Teacher or Child Protection Designated Person]

## **APPENDIX C:**

**For use when a child has not been collected more than 15 minutes late on three occasions in any half term period.**

(To be put onto School letter-headed paper)

Date \_\_\_\_\_

[Name of Parent/Carer]

[Address]

[Address]

[Address]

[Post Code]

Dear [parent/carer],

We recognise that on occasions there may be a situation that causes parents to be late picking up their child/ren, but have noticed that this is happening regularly with \_\_\_\_\_ even though fines have been issued for late collections on at least three occasions.

At the end of the day as staff have to attend training, meetings and carry out essential marking and lesson preparation and it is very difficult to make provision for looking after children.

We therefore ask you to make arrangements immediately to ensure that your child is collected on time. Should you need any assistance in finding suitable childcare, the office has contacts for after school care.

I trust that you will make immediate arrangements,

Thank you very much for your understanding.

Yours sincerely,

[Name]

[School Head Teacher or Child Protection Designated Person]