

# Pooles Park Primary School



## Late Collection Policy

### Policy Aim

To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring timely collection of children.

From January 2019 the school is imposing a late collection charge for children who are not collected from school on time. This will also include the late collection of children from any after school clubs.

Parents who wish to use the after school club because of work commitments need to ensure they sign up for after school clubs in the usual way at the beginning of each half term. Parents are informed regularly of signing up dates for after school clubs.

Pooles Park Primary School has a 'zero tolerance' approach to the late collection of children. The late collection fee is being introduced in order to cover the additional costs of staff time for having to stay after their contracted hours. The School will make parents/carers aware of this on a regular basis through the School's newsletter, and website and app.

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

### **School Day finishes at 3.30 pm.**

Teachers will remain in the playground until 3.40 pm.

Children who are not collected by 3.40 pm will be escorted to the red sofa where the member of staff on late duty will register them.

A late fee of £5 will be charged to parents, for children who are still in school between 3.45 pm – 4.00 pm.

If a child is collected after 4.00 pm a fee of **£5 per child every 15 minutes (or part thereof)** will be payable, please see the school's Charging and Remissions Policy.

On subsequent occasions additional late collection fines may apply and the school will keep records of this.

Please note the Safeguarding Officer is notified of all repeated occurrences of late collection regardless of whether it takes place at school or the after school club.

### **After school clubs finish at 4.30pm**

Children not collected at 4.30 pm will be taken to the red sofa where they will be supervised by the member of staff on late duty.

A late fee of **£5 per child every 15 minutes (or part thereof)** will be charged to parents, for children who are still in school between 4.35 pm – 4.45 pm.

If a child is collected after 4.45 pm a fee of **£5 per child every 15 minutes (or part thereof)** will be payable, please see the school's Charging and Remissions Policy.

On subsequent occasions additional late collection fines may apply and the school will keep records of this.

## **Specialist Clubs**

Specialist clubs may extend beyond 4.30 pm and parents will be advised in advance of the finish/collection time.

A late fee of £5 will be charged to parents for children who are collected up to 15 minutes late.

After 15 minutes the late fee of **£5 per child every 15 minutes (or part thereof)** will apply for each child not collected on time.

On subsequent occasions additional late collection fines may apply and the school will keep records of this.

**For any children not collected by 5.00 pm**, the Police and Children's Services will be contacted.