



Moat Farm Junior School Trust

Late Collection Policy

(Agreed with Sandwell LEA & Children's Trust)

Aims of the Policy:

- To minimise the possibility of late collection.
- Pupils must be collected promptly at the end of the school day.
- School does not have the resources to look after children at the end of the school day.
- To establish clear procedures in the event that a pupil is not collected at the end of the school day.
- To follow up the non-collection to minimise the possibility of it happening again.

Minimising the possibility of late collection:

- The school day promptly begins at 8.45 am and finishes at 3.15 pm. (there are currently staggered start and end times for the different year groups, but for the purposes of this policy 3.15 pm is the day end)
- Parents must have completed the home time arrangements form for their child.
- Parents must notify the school to any changes to their child's collection arrangements. This must be done in writing and given to the child's teacher or handed into reception.
- Parents must notify the school as early as possible if they are going to be late by calling the school reception on 0121 552 1215.
- Parents must supply a minimum of 2 contact numbers for their child and inform the school of any changes in these details.
- Parents must nominate a suitable person to collect their child if they are unable to do so themselves. The details of this person must be given to the school in writing if it is a long term arrangement or by phone call for short term arrangements. This person must be an adult or an older child deemed mature enough for the task.

Procedure to be followed if a pupil is not collected:

The teacher or appropriate member of staff will:

1. Check whether they are usually in an after school activity that night and have just forgotten to attend. (Where applicable).
2. Check with office staff to see whether a phone call or note has been received.
3. Check in the register for a note.
4. Continue calling the parent.
5. If an answer phone is used please leave a short message to say the day and time, that you are ringing, that you still have the pupil with you and they must contact the school immediately to say when the pupil is to be collected.
6. If a parent has not made contact or arrived by 3.50.p.m. or 10 minutes after the end of an after school club a further phone call should be made and where available, a message left to inform the parents that a referral is being made to Children's Social Care ACCESS service if no call is received within 10 minutes.
7. If the child is not collected and no contact is made by 4.00 p.m. or 20 minutes after the end of an after school club, a referral to be made to the ACCESS service on Access_Team@sandwellchildrenstrust.org

Follow-up:

- Once the situation has been resolved a discussion between the school and the parent / carer will take place to establish how and why the circumstance arose and to ascertain what the parent must do to avoid a recurrence of this situation.
- For those children who are collected late repeatedly parents will be invited in to meet with the Educational Welfare Officer and a member of the senior leadership team.

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website.

8.