



# Late Collection of Pupils – Policy

Revised: November 2021



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Version 4



## Teagues Bridge Primary School

Written on:	September 2017
Reviewed on:	November 2021
Next review on:	November 2023
Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Rose Gregory

Children not collected promptly at the end of the school day.

### Parent/Carers:

Parent/carers need to collect their children from outside the classroom at 3.15 pm.

If a parent cannot pick up their child for any reason, they must inform the office. A message will be passed to the class teacher and pupil concerned about the alternative arrangements that have been made.

If a different adult is collecting your child from school, you must inform the office or the class teacher. Children will not be released with an adult that has not been authorised to collect them. This is to safeguard your child and not intended to make things difficult.

If the adult collecting your child is not known to the teacher, please provide the adult and the teacher with a password or photograph.

If you are running late for any reason (doctors, hospital, roadworks), please contact the office immediately on 01952 388450.

Parents / carers are asked to keep the school up to date with Emergency Contact details, in order that we are not left unable to contact anyone. Please provide the school with 3-4 names in the case of an emergency.

## School:

After 3:15 pm the school receptionist will be responsible for trying to contact the parent/carer to inform them of the situation.

Any child picked up late is recorded in the "Late Collection" record, with the reason for this late pick up.

After 3:45 pm a member of the Senior Leadership Team becomes responsible for the child, and will continue trying to contact the parent / carer.

In extreme circumstances, when a child has been left and it is not possible to contact an appropriate adult, the school will ring Children's Social Services.

The Head Teacher will follow up with families, entries from the "Late Collection" record and any involvement with Children's Social Services.

These procedures are in the best interests of the child and their safety is paramount.

