



HIGHFIELD PRIMARY SCHOOL AND HIGHFIELD WRAPAROUND CHILDCARE LATE COLLECTION POLICY



Adoption Date: September 2025

Review Date: September 2026

Signed: *Q Thorne* (Chair of Governors)

J Feeley (Headteacher)

Highfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Policy aim:

- To ensure the prompt collection of all children from the school and Highfield Wraparound Childcare (HWC)
- To ensure the safety and well-being of children
- To enable staff to attend training, meetings and carry out professional duties.

Collection of children at the end of the School day

It is the responsibility of parents and carers to collect their child(ren) on time at the end of each school day. Highfield Primary School and HWC recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.



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On admission to the School and HWC, parents must complete the contact details and registration forms in the admission packs which include:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change. If a pupil is not collected at the end of the school day or after attending HWC it is important to make contact with parents, or anyone on the child's emergency contact list if parents are unavailable.

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

- School finishes at 3.30 pm when teachers and children will assemble at their appropriate class assembly point for collection
- At 3.40 pm children will be taken to the office for collection
- At 3.40 pm teacher training sessions and meetings begin
- From 3.40 pm the late collection policy applies
- From 3.45pm the child will be placed in the care of Highfield Wraparound Childcare and the daily rate charged to the parents or carers

If a child has not been collected, the teacher or an appropriate member of staff will:

1. Check with office staff to see whether a phone call or note has been received.
2. If a parent has not made contact or arrived by 3.40pm, a member of school staff will make every effort to contact the parent.
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (MIS).

The late collection policy will operate to the following timetable from the end of the afternoon session at Highfield Wraparound Childcare:

- HWC finishes at 6.00pm. All children must be collected by this time. If due to unforeseen circumstances a parent or carer is unable to collect their child before HWC closes at 6:00pm, it is the parent/carers responsibility to contact HWC as soon as possible.
- From 6.00pm the late collection policy applies. A charge will be levied for late collection,



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a charge of £10.00 per 5 minutes late per child fee. This charge will be added to the following month's invoice.

If a child has not been collected, the teacher or an appropriate member of staff will:

1. Check with office staff to see whether a phone call or note has been received.
2. If a parent has not made contact or arrived by 6.00pm, a member of school staff will make every effort to contact the parent.
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (MIS).
4. If these contacts are unavailable after approximately one hour, the police and social services will be informed.

Procedure for when a child is not collected at the appropriate time:

- On the first occasion, a record will be kept and the parent/carer will receive a letter.
- On the second occasion, the parent/carer will be asked to meet with the class teacher, HWC manager or a senior member of staff and will receive a letter. Again a record will be kept.
- On the third occasion, the parent/carer will be asked to meet with the Deputy or Headteacher and will receive a letter. Again a record will be kept.
- The office clock will be used to determine the cost.
- For children attending Highfield Wrap Around Childcare, at 6.00pm the late collection policy applies. A charge will be levied for late collection, a charge of £10.00 per 5 minutes late per child fee. This charge will be added to the following month's invoice.

After School Clubs

The finishing time for after-school clubs can vary but all finish by 4:30pm. Children must be collected by the agreed time stated on the permission slip.

- On the first occasion when a child is not collected on time, the parent/carer will be reminded about the club's finishing time.
- On the second occasion when a child is not collected at the agreed time, the parent/carers will be informed that their child will no longer be able to participate in the club.
- Late collections for clubs will be reviewed termly.
- The office clock will be used to determine the time.



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The charging procedures contained within this policy will not be followed where School trips, visits or journeys have caused the late arrival of children back to School.

We ask parents to call the School Office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

Procedure if a child remains uncollected after 45 minutes

This aspect of the policy relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operates for every situation where a parent or carer cannot be contacted within 60 minutes of the end of the school day/club/activity. In the case of a pupil not being collected and no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts within 60 minutes of the end of the day/end of the club/activity, the School will ring Leeds' Social Care team to discuss the situation and ask for advice. This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

Change of Collecting Adult

Periodically, the School sends out a letter asking parents to update emergency contact details for up to three named adults who have permission to pick up the child at the end of the day. This information is collected and updated to allow the School to make a quick and informed decision if somebody less familiar seeks to collect a child or if the class is being dismissed by a supply teacher. If an adult who is not named on the consent form attempts to collect the child, the School will, for matters of safeguarding, need to contact a parent to confirm whether they are genuine and do have permission to collect the child.

Parents are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be shared with the school office.