



Tuxford Family Collaboration

Late Collection Policy

Family Vision

By working together effectively in a partnership of equals the Tuxford Family Collaboration will develop a sense of shared identity and common purpose with a vision for improving the attainment, achievement and progression of all young people and ensuring their wellbeing within our collaborated schools.

INTRODUCTION

This policy will provide clear guidelines for parents/carers/guardians, authorised persons, governors and staff in relation to their responsibilities for the delivery and collection of children to school.

AIMS

The aim of this policy is to:

- Ensure the safe delivery and collection of pupils being cared for or educated on our premises.
- Encourage families to deliver and collect their children on time.

RESPONSIBILITIES

The school is responsible for:

- Providing parents/carers with a copy of this policy when their child/young person starts school and ensuring a copy is made available at all times.
- Being available to assist in the situation of the late collection of a child.
- Contacting parents/carers/authorised persons, who do not follow the correct procedures stated in the policy.
- Contacting parents/carers to gain authorisation if a person who is not the expected person, arrives to collect a child.
- The supervision of children/young person once on the premises between the hours of 8.45am and 3.40pm. This time is extended if the child/young person attends breakfast or after-school clubs.

Parents/guardians are responsible for:

- Collecting their child promptly at the conclusion of the school day.

- Ensuring the school has details of persons who have lawful authority to collect their children (usually the parents/carers) and any other person authorised to collect their children.

ORGANISATION

Delivery of pupils to school:

- Parents/carers must ensure that their child arrives at school promptly to begin school at 8.55am.
- Class teachers are on duty from 8.45am and children can come into class from this time and complete an activity set by the class teacher.

Late delivery of pupils to school:

- Should children arrive late entry into school is through the main entrance so that lunch arrangements and registers can be adjusted as appropriate.

Persistent late arrivals:

- Parents of pupils who are persistently arriving late will be contacted by the Headteacher in the first instance to discuss reasons for lateness. The school will work to support parents to ensure their children arrive on time for school.
- Parents will be informed that the EWO will be contacted if lateness continues.
- Records of referrals to the EWO will be kept by the Headteacher.

Collection from school at the end of the school day:

- Foundation pupils are collected from the foundation entrance at the end of their session, either 11.30am or 3.30pm. Children are handed over to their parent or carer. Parents are asked to inform the school if they have made any arrangements for other responsible adults to collect their child.
- Key Stage 1 pupils are collected at 3.30 from the class entrance and handed over to parents as for foundation pupils.
- Key stage 2 pupils are becoming more independent and as such there is no requirement for parents to collect children for the class entrances. They are dismissed from class at 3.30pm.

Collection from school from After-school clubs:

- We expect all children attending after school clubs to be collected by parents or a nominated responsible adult at the end of their session. This is usually from the main entrance unless parents are advised otherwise. Timing of session ends may vary.

Collection from school during the school day;

- Should parents need to collect children at other times during the school day children will be collected from class and brought to meet parents at the main entrance.

LATE COLLECTION OF A CHILD

Staff are responsible for:

- In the situation where the parents/carers or authorised person is late in collecting their child and has not notified the school that they will be late, the member of staff is responsible for contacting parents/carers and, if they are not available, contacting the next person authorised to collect the child requesting that they collect the child as soon as possible.

Parents/carers/guardians/authorised persons are responsible for:

- Informing the school as soon as reasonably possible, that their child will be collected late, the reason for this and the approximate time for collection.
- Ensuring that late collection is not a regular occurrence.

Consistent late collection of a child from school:

- If parents are regularly late collecting their child from school, the Headteacher will contact them to discuss the matter further. If there is no improvement the Designated person for Child Protection will refer the matter to Social Care.