

Late Collection Policy

Leighton Primary and Preschool

Adopted by Governors	Autumn 2025
Review Timetable	Annually or as changes required
Renewal Date	Autumn 26

Document Control		
Date	Notes	Initials
Oct 2025	Reviewed	

1. Introduction and Purpose

This policy outlines the procedures for managing the late collection of pupils from Leighton Primary and Preschool at the end of the school day, preschool sessions or after scheduled activities. The safety and well-being of our pupils are paramount, and this policy aims to ensure that all pupils are safely collected and cared for. It also aims to minimise disruption to staff and resources caused by late collections. This policy aligns with our school's values of Ambition, Respect, and Community, ensuring a safe and supportive environment for all.

2. Scope

This policy applies to all pupils attending Leighton Primary and Preschool, their parents/carers, all school staff (including teachers, teaching assistants, support staff, and administrative staff), and any volunteers or external providers involved in after-school activities.

3. Legal and Regulatory Framework

This policy is informed by the following legal and regulatory frameworks:

The Education Act 2002: Places a duty on schools to safeguard and promote the welfare of Pupils.

Children Act 1989 and 2004: Provides the framework for child protection and welfare.

Working Together to Safeguard Children (latest version): Sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

Keeping Children Safe in Education (latest version): Statutory guidance for schools and colleges on safeguarding children.

4. Roles and Responsibilities

Headteacher/Senior Leadership Team (SLT):

- Overall responsibility for ensuring the policy is implemented effectively.
- Providing leadership and support to staff in managing late collections.
- Reviewing and updating the policy regularly.

Teachers and Teaching Assistants:

- Supervising Pupils until collected or until the designated time for late collection procedures begin.
- Following the procedures outlined in this policy when a Pupil is not collected on time.
- Communicating with parents/carers regarding late collections.
- Reporting any concerns about a Pupil's welfare to the Designated Safeguarding Lead (DSL).

Designated Safeguarding Lead (DSL):

- Providing guidance and support to staff on safeguarding issues related to late collections.
- Liaising with external agencies (e.g., social services, police) if necessary.
- Maintaining accurate records of any safeguarding concerns.

Parents/Carers:

- Ensuring that pupils are collected on time at the end of the school day, preschool sessions or after scheduled activities.
- Informing the school in advance if they are going to be late.
- Providing emergency contact details and ensuring they are kept up to date.
- Understanding and adhering to the school's late collection policy.

Office Staff/After School Club Staff:

- Afterschool club staff are responsible for supervising pupils placed in the club due to late collection and for communicating any concerns to the DSL or SLT promptly
- Answering phone calls and relaying messages to relevant staff members regarding late collections.
- Maintaining accurate records of late collections.
- Contacting parents/carers when a pupil has not been collected on time.

5. Procedures and charges for late collection

If you are persistently late (2 or more times in a half term) the procedure below will be followed regarding charges. Charges are applied for each child that is late in being collected:

Initial Actions (5 minutes after collection time):

- The teacher or staff member responsible for the pupil will attempt to contact the parent/carer using the contact details provided to the school.
- The school office will be notified and will also attempt to contact the parent/carer and any emergency contacts.
- The pupil will be supervised in a safe and comfortable location (e.g., preschool, placed in after school club).

Escalation (10-30 minutes after collection time):

- If contact cannot be made with the parent/carer or emergency contacts, the SLT or DSL will be informed.
- Further attempts will be made to contact the parent/carer and emergency contacts.
- Consideration will be given to contacting other family members or friends who are authorised to collect the pupil.
- Any preschool child will be kept in preschool until collected. From 5 minutes after their finish time a charge of £5 for each 5 minutes per child will be charged. This covers the cost of additional staff required due to preschool ratios.
- From 3:20pm, children who have not been collected from school will be placed in the Afterschool club, and a charge of £3.50 for half a session per child will be added to their ParentPay account. If collection occurs after the half session has finished at 4:30pm, an additional charge of £5 per 5 minutes will be applied per child.

Further Escalation (30 minutes or more after collection time):

- If all attempts to contact the parent/carer and emergency contacts have been unsuccessful, the DSL will contact the local authority children's services or the police for advice.
- The pupil will remain in the care of the afterschool club until a suitable adult can collect them or until children's services or the police provide further guidance.
- If the child has left the premises with the local social care team, a note is left on the gate to the club informing the parent of the child's location. A contact number and/or address is displayed.
- A written record of all actions taken will be made, including the time, the staff involved, and the outcome.

Unforeseen Circumstances:

- In exceptional circumstances (e.g., road closures, major incidents), the school will exercise its discretion and take all reasonable steps to ensure the pupil's safety and well-being.
- In cases of unforeseen circumstances, parents/carers should inform the school as soon as possible via phone to update on their situation and expected collection time.

- From 3:20pm, children who have not been collected will be placed in the Afterschool club, and a charge of £3.50 will be added to their ParentPay account. If collection occurs after 4:30pm, an additional charge of £5 per 5 minutes will be applied.

6. Communication with Parents/Carers

- This policy will be made available to all parents/carers via the school website and upon request.
- Parents/carers will be reminded of the importance of collecting their pupils on time through regular communication channels (e.g., newsletters and emails).
- Parents/carers will be informed of any late collection incidents involving their pupil and the actions taken by the school.
- Parents/carers are encouraged to communicate with the school in advance if they anticipate being late to collect their pupil.

7. Safeguarding Considerations

- Any concerns about a pupil's welfare or safety arising from late collection incidents will be reported to the DSL immediately.
- The DSL will follow the school's safeguarding policy and procedures to ensure the pupil's safety and well-being.
- The school will work in partnership with external agencies (e.g., social services, police) if necessary to address any safeguarding concerns.

This policy will be applied with due regard to the Equality Act 2010 and the school's commitment to equality, diversity, and inclusion. Reasonable adjustments will be made for families and pupils with particular needs.

8. Monitoring and Review

- The Headteacher will monitor the implementation of this policy and its effectiveness in ensuring the safety and well-being of pupils.
- The policy will be reviewed annually, or more frequently if necessary, to ensure it remains up-to-date and compliant with relevant legislation and guidance.
- Feedback from staff, parents/carers, and pupils will be considered during the review process.