



WILLIAM HARDING SCHOOL  
Aim high... Work hard... Be kind...

## Late Collection Policy

<b>Chair of Governors:</b> Mr G Shrivastava	<b>Headteacher:</b> Miss Cotchin
<b>Date Approved by LGB:</b>	February 2024
<b>Next Review Date:</b>	February 2027
<b>Version Control:</b>	V2.0

### Aims and rationale

At William Harding School we recognise that there are sometimes circumstances that can cause a delay in parents / carers collecting children from school (traffic, taxis, buses etc). In these instances, parents / carers should always advise school wherever possible however lateness should not become commonplace.

Our Policy aims to:

- Set clear guidelines to families regarding procedures in place if a child is not collected from school on time
- Support the school's other policies, especially those related to safeguarding

Our rationale is to:

- Ensure that children who are not collected from school are kept safe, informed and supported whilst waiting to be collected

### Process and Procedures

If parents / carers know that they are going to be late to collect their child from school they must contact the school to advise that they will be late and give an estimated time of arrival.

At this point if it is identified that they will be more than 15 minutes late they will then be under the care of the FLO Team and the family will be charged a late fee. The family will need to provide a password that will be given to identify who they are when collecting their child.

This is the same if a child has not been collected 15 minutes after the end of the school day.

This fee will be £5 for up to 30 minutes late. If collection passes the 30 minutes families will then be charged a £10 fee.

Parents/ Carers should make their way to the entrance which is via the pedestrian gate and await their child's arrival for collection whereupon they will be asked to provide the password, sign them out and make a payment via the school gateway.

**Parents have a duty of care and are expected to collect on time.** Family Liaison Officers will monitor pupils that are regularly being collected late, and parents / carers will be contacted if they are consistently late and may contact external agencies such as First Response.

If children are not collected and parents / carers are not contactable the school will contact social care via Frirst Response and the Police.

**Our School Values are *Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion***