

## BURTON MANOR PRIMARY SCHOOL



### FAILURE TO COLLECT YOUR CHILD POLICY

**Approved:** Spring 2019

**Review:** Spring 2021

#### **Expectations**

Children are expected to be collected from School at 3.15, Reception 3.15, Ducklings at 3.20, and Nursery 3.25. If a parent/carer knows they are going to be late it is expected for them to ring the school to notify the relevant staff.

#### **Procedure**

Children will be kept with EYFS staff only up to 10 minutes late whilst waiting for parents/carers. If more than 10 minutes late then they are brought to the main school reception and contact will be sought with the relevant contact numbers.

Children in KS1 are released to known parents/carers or an adult with the relevant password. If there is no one present to collect then they are brought to the office. If there has been no contact from parents when placed by the office then contact will be sought with the relevant contact numbers.

Children in KS2 who are normally collected by a parent/carer and see that they are not present when released, are expected to come back into school to inform the office that they are not there. Contact will be then sought by the office with the relevant contact numbers. It is the parents' responsibility to keep contact information up to date.

If no contact is made by 4pm then the First Response Team/and or Police will be contacted.

If any aged child is not collected after 15 minutes the child will be placed in the after school club care and a charge of £8.00 made on collection to the adult for the service. If the adult: child ratio does not allow their attendance in the after school club, then they will remain at the school reception with an adult.

#### **Before and After School Care**

You are required to inform the care club immediately if you suspect you will be late collecting your child by the time after school care closes at 5.30pm.

Failure to collect your child on time will incur an additional charge of £8.00

Over 30+ mins late an additional charge of £10.00

Later than this the First Response Team will be contacted, your child's place will be suspended, and you will incur an additional charge of £20.00.