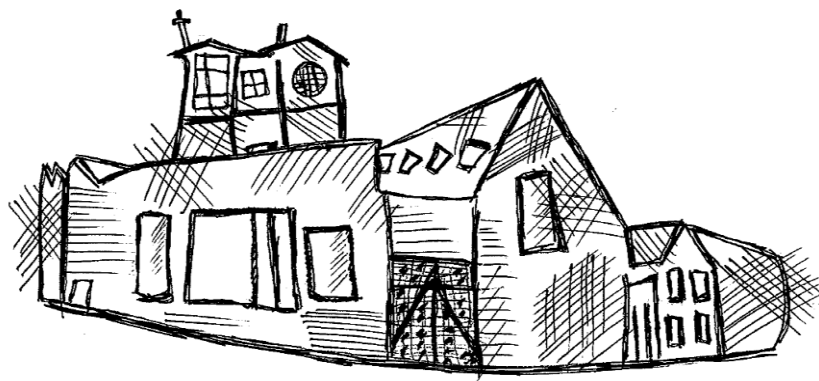


Grange Primary School



Late Collection Policy

September 2025

Belong

Believe

Achieve

Grange Primary School Late Collection Policy

Grange Primary School aims to provide a safe and caring environment. If a child is not collected, or collection is delayed, the child will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so if they are unavoidably delayed, they will be aware of procedures being followed.

Parents of children starting in the school are asked to provide specific information which is kept in our data file in the office including:

- Home address and telephone number of parents/ carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is notified immediately.

When there is a change to the end of the day arrangements, we ask that parents inform the school office by telephone as soon as possible and certainly before the end of the school day.

We inform parents that if children are not collected at the end of the day, we follow the procedures below:

In the event that the parent/carer is running late or has made alternative collection arrangements with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.

If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:

- Messages are checked to see if there are any changes to the end of day arrangements
- Parents/ carers are contacted at home or work
- If this is unsuccessful other authorised adults are contacted
- In the meantime, the child will wait near the office under adult supervision
- At 3.40pm the child will be registered on the late collection log and will incur a charge for late collection.

Charges for late / non-collection of children

Under Section 457 of the Education Act 1996 and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The governing body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timings of the school day or after school activity and also when those times are varied for a specific event or date. The governing body has decided that, except in emergency situations, where children are not collected from the school within ten minutes after

the school day or after school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency.

Notification must be given to the school as soon as the situation arises or when collecting the child.

The Charging Arrangements

On the first late collection within a term, without reasonable excuse, the parent/carers will be sent a letter reminding them to collect their child from school at 3.30pm. If the child is collected late a second time, a charge will be payable. The purpose of the charge imposed is to meet the additional costs of staff being present beyond their working hours and any resources that the school incurs from the late collection.

Procedures for Non-Collected Children

Late Collected Children

If a child is not collected by 3.40pm, has not been registered with Clubs Complete for the paid after school provision, a charge of £5.00 will be made by the school with subsequent charges of £5.00 for each five minutes thereafter until they are collected. These charges are to be paid at the time of collection. We are able to take your payment via the Arbor app and you will be shown how to do this. Payments via the app is our preferred method of payment as it will show an audit trail of the charge made and the payment date should this be needed for future reference.

A copy of the initial letter that will be sent is attached at the end of this policy as Appendix A.

All late collected children will be recorded in the "late book" and this information may be passed on to Southwark Early Help for further investigation.

After School Clubs

If children are not collected, the Procedures for Non-Collected Children will apply.

Uncollected Children

If contact with parents/carers or other designated adults cannot be made or where a parent refuses to collect their child/ren, the school will contact children's services and/or the police and treat the matter as a safeguarding issue.

Persistent Late Collection

If a family is persistently late in collecting a child, then the headteacher will consider taking further action that may include a referral to other services.

APPENDIX A

Letter to parents regarding late collection:



Grange Primary School
Webb Street, London, SE14RP
Telephone: 020 7771 6121
Email: office@grange.southwark.sch.uk Website: www.grange.southwark.sch.uk
Twitter: @growwithgrange

Headteacher: Miss Rebecca Benjamins Assistant Headteacher: Miss Amanda Matheson
SEND Co: Mr David Bucknall School Business Manager: Mrs Kim Edwards

Date:

Dear Parent/Carer

Late Collection

I am writing to you regarding the late collection of _____ on _____

It is the parents' responsibility to ensure children are collected on time and being late is often very distressing for the child/children concerned. Should your child be collected late at the end of the school day again, the Governing Body has agreed that charges will be incurred.

In cases where a child is not collected within ten minutes of the end of the school day or an after school activity, a charge of £5.00 will be made with a further charge of £5.00 for every five minutes until the time the child is collected.

This letter is intended to remind you of our policy on late collection already communicated to families, which states a charge will be made.

Thank you for ensuring that your child will be collected on time in the future, we value your support.

Headteacher
Grange Primary School

Co-operation → Respect → Resilience → Confidence → Responsibility