



THE FEDERATION OF HACKBRIDGE PRIMARY SCHOOL & SPENCER NURSERY SCHOOL

Spencer Nursery School – Late Collection of Children Policy

Introduction

The Federation of Hackbridge Primary School and Spencer Nursery School believes that children deserve to have order in their lives and that being collected on time from the premises, at the end of each day, is a part of this. Routine ensures stability for the children, parents/carers and staff.

When parents/carers choose Spencer Nursery School as a placement for their child, it is made clear as part of the home/school contract agreement that parents/carers need to collect their child/ren at the time their contract states.

Guidelines

- Classroom staff will keep a late collection record and ensure this is completed with parents/carers on each instance of late collection.
- If a child/children is/are not collected within 10 minutes following the end of their contracted attendance hours the School Business Manager will contact the parent/carer to enquire of their whereabouts.
- If the School Business Manager cannot get through to the first contact, the second and third contacts on the child's record may be contacted.
- A member of classroom staff will ensure the child is safe and secure in their class.
- If it is the end of the day (6:00pm or after) a member of staff will ensure the Headteacher, Deputy Headteacher or School Business Manager is aware.
- If it is the end of the day (6:00pm and after) and contact cannot be made with any of the child's contacts, the school may inform the Emergency Duty Social Worker and give them the relevant information.
- If it is necessary, the police will also be contacted.

First instance of late collection

- The parent/carer will be asked to complete and sign the late collection record, as necessary, with a member of staff
- A letter will be sent to the parent/carer to remind them of the agreed hours for their child/ren's attendance at the school and informed that following late collections will incur the late collection fee

Subsequent instances of late collections

- The parent/carer will be asked to complete and sign the late collection record, as necessary, with a member of staff.
- A letter will be sent by the School Business Manager, to notify the parent/carer of the penalty fee incurred and when payment needs to be made.

Penalty Fees

- Up to 15 minutes late will incur a charge of £20.00
- There will be a charge of £5.00 per 15 minutes, following the first 15 minutes
- Parents/carers will be informed of the total amount of their late collection fee via a letter prepared by the School Business Manager
- Late penalty fees should be paid prior to the child starting their next session at the school
- If late penalty fees are not paid, the School Business Manager will remind parents/carers
- In the instance that late penalty fees are not paid, the child's place may be withdrawn

Contacts

Police (emergency)	999 or 112
Police (non-emergency)	101
Safer Neighbourhood Team	020 8721 2773

This policy should be read in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Health & Safety Policy
- Security Policy and Guidelines
- Fee's information

Reviewed: Autumn 2019

Next review: Autumn 2021