



Saint Thomas More Catholic Primary School

Late Collection Policy (After School and Care Club)

Consulted with staff	May 24
Agreed by governor committee	
Ratified by full governing body	May 24
Date for review	May 27
Signature of Chair of Governors	
Signature of Headteacher	



Jesus Christ said 'Let the children come to me, do not hinder them' (Matthew 19:14). As a Catholic school it is our mission to educate pupils in such a way that no matter what their abilities or background they may reach their full potential as human beings. We thus seek to overcome any hindrance that might prevent any pupil accessing the fullness of the curriculum, opportunities and activities we offer.

Saint Thomas More Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.

1. Introduction

Parents are expected to collect their child at the time of 3.20pm when school finishes or make suitable alternative arrangements. The school recognises there are inevitably times when parents or carers are late to pick up their child(ren) because of exceptional circumstances that have arisen without warning. However, sometimes children are picked up late without reasonable reasons. Children who are not picked up at the correct time must be safely supervised, which prevents school staff from fulfilling after school commitments, such as preparing for the next day, marking, attending training and attending meetings. Where a child(ren) are repeatedly picked up late or are picked up late after an extended time without reasonable reason a charge will be applied.

2. After school (the end of the school day)

To ensure children who haven't been picked up are safely supervised, children who are picked up will go into Care Club (if there are spaces available). If there are no spaces available a member of staff will be diverted from their usual responsibilities to supervise them.

In 'one-off' cases where a child is not collected within ten minutes of the end of the school day or after school activity, without reasonable excuse, a charge of £3.00 will be payable for each child.

1. School finishes at 3.20pm
2. Staff remain on the school gates until they are locked at 3.30pm

3. A charge of £3.00 will be payable for each child not collected by 3.40pm
4. Children remaining and not collected by 3.40pm will be taken to Care Club, the full Care Club fee becomes payable. A letter will be sent advising of the 'Late Collection Charge'.
5. If a child is not collected by 17:30pm and there has been no communication from the parent or carer and the school has been unable to reach any emergency contact number provided, the school will have no other option than to contact Social Care and/or the police.
6. If a child is repeatedly collected after 3.20pm (more than 3 times in a half term), the child will be placed in Care club (if spaces are available) and the full Care Club fee will become payable for any further incidences of late collection.

No child will ever be left uncared for.

Exceptional circumstances will be taken into account and fees may be waived.

3. Extra-curricular Clubs

Parents are informed of the finish time of extra-curricular clubs when booking.

- After 5 minutes, the adult leading the club will phone the contact to find out how long an appropriate adult will take to arrive to pick up the child.
- After 10 minutes, the child will be taken to Care Club, the full Care Club fee as detailed on the school website becomes payable. A letter will be sent advising of the 'Late Collection Charge'. If there are no spaces available in Care Club, the adult leading the club will stay with the child if they are a member of school staff. If they are not a member of school staff, they will ask a member of school staff to supervise the child. On the very rare occasion when there are no school staff available and no spaces are available in care Club, the adult leading the club will remain with the child.
- If a space is not immediately available, any child collected late after an extra-curricular club will be sent to Care Club as soon as one becomes available after the first 10 minutes.
- The procedures as detailed above for late collection after school will then be followed.

4. Care Club

Saint Thomas More Care Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the Club will ensure that all children are collected by a parent or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated:

- If a parent or designated adult is late in collecting their child the Leader will call the parent or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last.
- Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who know the child and will offer them as much support and reassurance as is necessary.

- If, after repeated attempts, the session has ended and no contact is made with the parent or designated adult, and a further period of 30 minutes has elapsed, the Leader will contact the local Social Care department for advice. The end of the session is 5.30pm and the call will be made at 6pm.
- In the event of Social Care being called and responsibility for the child being passed to a child protection agency, the Leader will attempt to leave a further telephone message with the parent or designated adults' answer phone. Furthermore, a note will be left on the door of the Club's premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local social services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of the Club until they are collected by the parent or designated adult, or alternatively placed in the care of social care.
- Incidents of late collection will be recorded by the Leader and discussed with parents at the earliest opportunity. Persistent late collection may result in the loss of their child's place at the Club. Late charges also apply to parents who are late collecting their children.

Care Club Late Charges

Early session finishes at 4.40pm	Up to 15 minutes after	£5
Late session finishes at 5.30pm	After 15 minutes	£10 every 15 minutes