

Late Collection Policy

Policy Aim

To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring timely collection of children.

From February 2018 Governors are imposing a late collection charge for children who are not collected from school on time.

It is the responsibility of all parents to ensure your child/ren are collected on time. Children who are not collected on time at the end of the school day or as prior notified at the end of a school activity will automatically be fed into our in house after school child care service. The Parents/Carers will be charged a fee for any amount of time they have spent with the childcare providers due to late collection.

Families who continue to abuse this system will be referred to the Safeguarding Team for further intervention.

The after school childcare service can be pre booked for parents who have work commitments, and we will always do our best to accommodate your needs. In this instance please contact the school office on 0161 702 3669 or admin@pikefold.manchester.sch.uk and your query will be passed on to the most relevant member of staff.

The late collection policy will operate the following time timetable from the end of the School day.

Nursery School Day finishes at 3.00pm.

(This is to ease congestion on the yard and for safeguarding purposes).

Teachers will remain on the door until 3.10pm.

Children who are not collected by 3.10pm will be escorted to the dining hall where the Teacher will register them in the after school childcare club.

A fee of £2.50 per child, for the first half an hour of the session will be charged to parents/carers if this is a first occurrence in the academic year, collection beyond this time will result in the normal session fee's being applied. A fee of £5 per child, for the first half an hour of the session will be charged to parents/carers if it is not the first occurrence in the academic year, collection beyond this time will result in a £10 fee being applied for each child. The fees are payable upon collection.

After the second late collection the Head Teacher will be notified, a meeting maybe arranged and school will keep records of further late collections.

Please note The Safeguarding Team is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment club or the after school club.

Reception School Day finishes at 3.15pm.

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Teachers will remain on the door until 3.25pm.

Children who are not collected by 3.25pm will be escorted to the dining hall where the Teacher will register them in the after school childcare club.

A fee of £2.50 per child, for the first half an hour of the session will be charged to parents/carers if this is a first occurrence in the academic year, collection beyond this time will result in the normal session fee's being applied. A fee of £5 per child, for the first half an hour of the session will be charged to parents/carers if it is not the first occurrence in the academic year, collection beyond this time will result in a £10 fee being applied for each child. The fees are payable upon collection.

After the second late collection the Head Teacher will be notified, a meeting maybe arranged and school will keep records of further late collections.

Please note The Safeguarding Team is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment club or the after school club.

KS1 School Day finishes at 3.25pm.

Teachers will remain on the door until 3.35pm.

Children who are not collected by 3.35pm will be escorted to the dining hall where the Teacher will register them in the after school childcare club.

A fee of £2.50 per child, for the first half an hour of the session will be charged to parents/carers if this is a first occurrence in the academic year, collection beyond this time will result in the normal session fee's being applied. A fee of £5 per child, for the first half an hour of the session will be charged to parents/carers if it is not the first occurrence in the academic year, collection beyond this time will result in a £10 fee being applied for each child. The fees are payable upon collection.

After the second late collection the Head Teacher will be notified, a meeting maybe arranged and school will keep records of further late collections.

Please note The Safeguarding Team is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment club or the after school club.

KS2 School Day finishes at 3.30pm.

Teachers will remain on the door until 3.40pm.

Children who are not collected by 3.40pm will be escorted to the dining hall where the Teacher will register them in the after school childcare club.

A fee of £2.50 per child, for the first half an hour of the session will be charged to parents/carers if this is a first occurrence in the academic year, collection beyond this time will result in the normal session fee's being applied. A fee of £5 per child, for the first half an hour of the session will be charged to parents/carers if it is not the first occurrence in the academic year, collection beyond this time will result in a £10 fee being applied for each child. The fees are payable upon collection.

After the second late collection the Head Teacher will be notified, a meeting maybe arranged and school will keep records of further late collections.

Please note The Safeguarding Team is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment club or the after school club.

Enrichment & intervention clubs finish at different times as detailed on the letter issued to you

Children not collected 10 minutes after the finish time of the club will be taken to the after school club and registered by the Activity leader.

A fee of £2.50 per child, for the first half an hour of the session will be charged to parents/carers if this is a first occurrence in the academic year, collection beyond this time will result in the normal session fee's being applied. A fee of £5 per child, for the first half an hour of the session will be charged to parents/carers if it is not the first occurrence in the academic year, collection beyond this time will result in a £10 fee being applied for each child. The fees are payable upon collection

After the second late collection the Head Teacher will be notified, a meeting maybe arranged and school will keep records of further late collections.

Please note The Safeguarding Team is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment club or the after school club.

After School Childcare Club finishes at 5:45pm

For children not collected by 5:45pm (without prior notice) parents will incur a one off late fee of £10 payable on the day. All parents/carers are encouraged to notify the Childcare team if they expect to arrive after 5.45pm by calling the main school number where a member of the childcare team will pick up the call.

As the school building is locked at 6pm any uncollected children at this time (whether notified or not) will be referred to the police and social services and the one off late fee of £10 will still apply.

The Safeguarding Team will be informed of any late collections from the After School Childcare Service for investigation.

Ratified by the Full Governing Body on 27/02/2018

Reviewed

on

05/6/2018

