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| Title: Late Collection Policy | | | |
| Ref.: | SOP015 | Rev.:4 | Date: Aug 2018 |

Late Collection Policy

| Rev. | Date | Amendment | Approved By: | Authorised By: |
|------|-------------|-------------------------------------|--------------|----------------|
| 4 | August 2018 | Full Review | SH | RU |
| 3 | June 2015 | Emergency contact paragraph added | SH | RW |
| 2 | April 2014 | Revised and reviewed content | SH | RW |
| 1 | Jan 2010 | Revised format and reviewed content | | |

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1 Late Collection Policy

This policy sets out what should be done in the event of parents failing to collect a child at the end of the school day.

2 Nursery

- At the beginning of the school day parents of children in the nursery enter collection arrangements for their child for that day.
- If parents are late arriving then Nursery staff will telephone parents or failing that one of the emergency contacts to find out what has happened.
- Nursery staff have up to date contact details for every child.
- Two members of staff must remain with the child at all times until they have been collected.
- If a child has not been collected by 5.45 pm then a member of SMT should be informed immediately.

3 Pre-Prep Department

- Pre-Prep staff who are supervising 'Night Owls' each evening must have up to date contact details available for each pupil.
- If a child is late being collected e.g. after 6.00 pm the members of staff on duty will wait with that child in the pre-prep library area until they are collected.
- If parents are late arriving then Pre-Prep staff will telephone parents or failing that one of the emergency contacts to find out what has happened.
- If this is unsuccessful then the members of staff must contact a member of the SMT immediately either in school or failing this at home.
- Two members of staff must remain with the child at all times until they have been collected.

4 Prep Department

- A Late Club runs each evening from 5.30-6.30 pm supervised by a member of staff in Apollonius Classroom.
- The member of staff supervising Late Club must have an up to date list of pupil contact details with him/her.
- If parents are late arriving then the member of staff will telephone parents or failing that one of the emergency contacts to find out what has happened.
- The member of staff must remain with the child at all times until he/she is collected.
- If the member of staff is unable to contact parents or any of the emergency contact numbers then he/she must contact a member of the SMT either in school or failing this at home.

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5 Emergency Contact Arrangements after 6.00 pm

- After 6.00 pm the telephones in the main school building are unmanned and any calls coming into school after this time are automatically switched through to 'Late class' where the supervising member of staff will answer.
- Late class runs until 6.30 pm but there are occasions when all the children will have been picked up before this time and there will therefore be no member of staff to take the call.
- Any parent needing to contact the school in an emergency e.g. their child has failed to arrive at the coach stop as anticipated, should do so on the following emergency number:

01252 405500