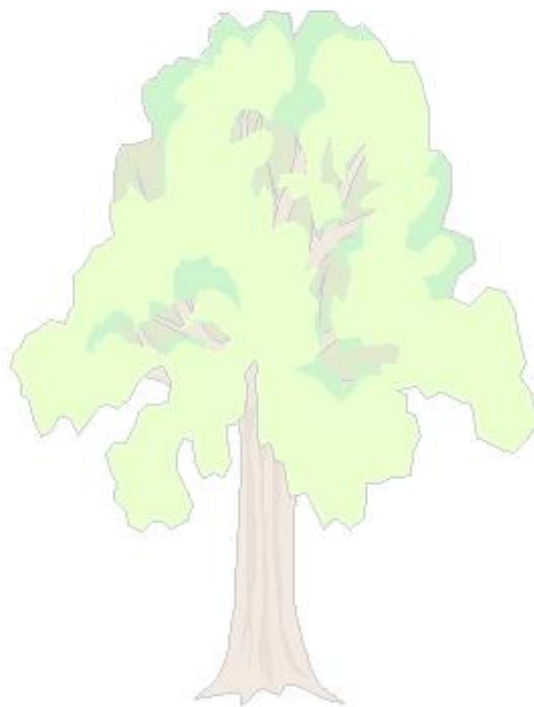


# Late Collection Policy



Policy Date: October 2020

Review Date: October 2021

Governor Body Approval Date: Pre-approved by  
chair and to be ratified at FGB

Author: Emily Sweeney

**Policy aim:**

To ensure that children are collected on time at the end of the school day. When a child hasn't been collected from school on time, the safety and welfare of the child will be the paramount consideration in determining appropriate action.

**Procedure:****Staggered finish times due to COVID:**

<b>Finish Time</b>	<b>Front Gate</b>	<b>Back gate</b>
2:45pm	Families with more than one child (Surname A-J)	Families with more than one child (Surname K-Z)
3pm	EYFS	Year 3 and Year 4
3:15pm	Year 1 and Year 2	Year 5 and Year 6

The class teacher or teaching assistant will bring any child who has not been collected on time to the school office. The school office staff will then make every effort to contact the parent, carer or alternative named carers.

Where a child is regularly collected late the child's parent/carer, along with any other carer who is responsible for collecting the child/children, will receive a telephone call from Mrs Sweeney, Headteacher.

Following on from this meeting, if a child is still being collected late then advice will be sought from the Safeguarding Team at Kent County Council, who may contact the parent/carer directly.

In the event that a parent/carer or any alternative named carer can not be contacted and 60 minutes has past after the agreed finish time for the school day, a DSL (Designated Safeguarding Lead) will be informed and a call will be made to the Central Duty Team at the Children's Specialist Services. The DSL will then follow their advice and guidance.