



Late Collection Policy

Date ratified	June 2025
Committee Responsible for Policy	Children and Families Committee
Date to be updated	June 2026
Headteacher Signature	
Chair of Governors/ Committee Signature	

Growing together as children of God

At Holy Trinity C of E Primary School:

- we want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning and of the world around us.
- we work **together** with families, community and church to model positive relationships, supporting each other and acknowledging that we are stronger when we work together.
- we are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished.

Biblical Basis

Ephesians 4:32

Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

1. Introduction

If an authorised person does not collect a child on time, our aim is to resolve the situation causing as little distress as possible for the child. The child will be cared for at all times.

2. Aims

- To ensure the safety of all children as a result of timely transfer to the care of the parent/carer or another authorised adult.
- To enable teachers to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring timely collection of children.
- To enable the office staff to complete their work without disruption by ensuring the timely collection of children.

3. Parental Responsibilities

- To pick up children on time
- To call the school office if they are going to be late
- To ensure that contact details (including emergency contacts) are kept up to date

4. Procedure

The usual pick-up times for the end of the day are:

- Nursery – 11.30 am (morning sessions) or 3.30 pm (afternoon sessions)
- Reception – 3.15 pm
- KS1 – 3.20 pm
- KS2 – 3.25 pm

The procedures for the end of the day are as follows:

- Teachers will wait with children for up to 10 minutes after the designated pick-up time. After 10 minutes the children that have not been collected will be taken to the school office and the late collection procedure will be followed. Teachers will sign the children in, and the children will wait outside the school office or in the headteacher's office
- The school office will try to contact Parents/Carers using all the numbers available.
- If this is unsuccessful the school office will try to contact other emergency contacts.
- All late collections are recorded on the Late Collection sheet which is monitored by the Headteacher. A pattern of lateness may prompt action by the Educational Welfare Officer.
- If a child is attending an after-school activity club they will be taken to the School Office and the late collection procedure invoked 10 minutes after the end of the club
- The time recorded for collection is that on the satellite controlled clock outside the school office

5. Failure to Collect

If the school fails to locate an authorised adult to collect the child and they have not been collected an hour after the end of their school session then the school will contact social services and take advice from them as to the most appropriate course of action.

Under no circumstances will staff go looking for the parents or take the child home with them.

6. Exceptional Circumstances

We appreciate that on occasions there may be exceptional circumstances that prevent you from collecting your child on time. Under such circumstances it is important that you make every reasonable effort to contact the school to advise them of your late arrival.

7. Monitoring and Review

The Senior Leadership Team will be responsible for coordinating and monitoring the implementation of this policy. All staff are responsible for the implementation of this policy.

This policy will be reviewed on an annual basis.