



Ravensmead Primary School

Early Years Foundation Stage

Late Collection Policy and Procedure

Aims

- To minimise the possibility of late collection
- To establish clear procedures in the event that a child is not collected at the end of the school day/Nursery session.

Minimising the possibility of late collection

The times of the school day and Nursery sessions are clearly communicated to parents in the 'Starting Reception' Handbook, 'Starting Nursery' Handbook and within the School Prospectus. During the Reception and Nursery Intake Meetings parents are informed of the importance of contacting the school if there are any changes to their collection arrangements or if they are going to be late. This information is also available in the Handbooks for parents

It is equally important that the relevant staff are informed that a parent has notified the school of late collection.

If the school changes the collection time it will notify this clearly to parents and in advance e.g. through a text message, Newsletter or Reception/Nursery weekly information sheets.

Procedure to be followed if a child is not collected

It is our aim that all children are collected on time at the end of the day/session. We understand that this is not always predictable and therefore have this policy and procedure in place to safeguard the children in our care.

We request that parents collect their children promptly at the end of the day/session to minimise any unnecessary distress to their child.

In the event of a delay:

- Parents are requested to contact school on 01782 296635 as soon as possible if they are aware that they are going to be delayed. They are also requested to make alternative arrangements with family or friends so that their child can be collected on time. Details of this late collection will be recorded and passed on to the relevant staff.
- If an alternative arrangement is made to collect the child, the parent must ensure that only persons who have already been introduced to the Foundation staff should collect their child.
- A member of staff will remain with the child at all times.
- At no point will the staff or child leave the premises.
- Staff will reassure the child and continue to provide activities for them if necessary.
- If the class teacher has meetings or planned activities after school e.g. after school

clubs, the child will then be taken to the Office to await the adult collecting them. The Office staff will ensure the child's safety at all times.

In the event of no prior notice:

- A member of staff will remain with the child at all times.
- At no point will the staff or child leave the premises.
- A member of staff will check the 'Reading diary' to ascertain if a note has been left regarding the late collection.
- A member of staff will check with office to see whether a phone call or note has been received.
- A member of staff will check that the parent is not waiting at a different entrance.
- If they have an older sibling, they will check if they know of a different arrangement for that evening.
- A member of staff will call the parent (or ask office staff to do so). Contact numbers are kept in the office and parents are asked regularly to update them.
- If no contact can be made with the parent/s, the emergency contact numbers will be tried in the order in which the parent has requested when filling out the registration documents.
- If the class teacher has meetings or planned activities after school e.g. after school clubs, the child will then be taken to the Office to await the adult collecting them. The Office staff will ensure the child's safety at all times.

Agreed by the Personnel/Curriculum Sub Committee at its meeting on

Signed (Chair of Personnel/Curriculum Sub Committee) T. Wilde

Date

Signed (Headteacher) D. Bell

Date

Review Date: September, 2017