



Our Lady's Preparatory School and Day Nursery

Late Collection Policy 4.11

Background to the Policy

Our Lady's appreciates that there are times when late collection of children is unavoidable. However, parents should be aware that this late collection policy applies in all circumstances, as a way of managing such eventualities.

The core opening hours for the school and the nursery are between 8.00am and 6.00pm Monday to Friday, excluding public holidays. This may involve a long day at school/nursery for many children, but also for the Staff who deserve to be able to go home on time. Therefore, Our Lady's believes it is entirely reasonable to expect children to be collected promptly and prior to 6pm, in accordance with agreed terms and conditions.

Parents/Guardians, who do not collect their children by 6pm promptly or at an earlier or later pre-agreed time, will be liable for additional payments to cover the additional costs incurred by the school or nursery, as set out in this policy.

If parents are unable to collect their child on time, they must ensure that they telephone the school as soon as this is realised or deemed likely in order let the Staff know what the situation is and at what their child is likely to be collected. The office telephone number is 01344 773394. Parents may wish to initiate their alternative collection arrangements if appropriate, should collection otherwise be materially delayed.

Recording of Late Collections

If parents are late collecting their child(ren), each instance of a late collection will be recorded by staff and parents will be asked to sign the record (attached as an appendix to this policy) to this effect. These sheets will be kept securely in a Late Collection File in the school / nursery office.

On the third recorded late collection of any child or children, the parents will be charged from 6pm as follows:

- £20 for the first 15 minutes (or part thereof), then
- £20 for the next 15 minutes (or part thereof) and so on.

All late collections from the third late collection will be charged at the above rates and will apply throughout the child's time at Our Lady's.

Please note that the above charges apply per family and not per child.

In the event of parents repeatedly collecting their child late, they will be asked by Our Lady's to review their collection arrangements and revise them as appropriate, in the interest of all parties.

After 6.00pm, two members of staff (at least one being qualified) will remain at Our Lady's with any uncollected children.

Uncollected Children Policy

In the unlikely event that Staff have had no contact with a parent/guardian by the earlier of 7.00pm or one hour after the agreed collection time, Staff have no option but to contact Social Services and follow their advice. These procedures are covered in detail by the Uncollected Children policy that would be referred to in such circumstances.

Monitoring & review

The School will review this Policy every two years and any guidance or advice published by the DfE or other relevant bodies will be monitored on an ongoing basis, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

Reviewed: August 2017

Signed:



**Helene Robinson
Headteacher**

To be reviewed: 24 months from "Reviewed" date

**Our Lady's Preparatory School, Nursery,
Day Nursery and Holiday Club
Late Collection Record**

Surname:.....

Child's name:.....

Day and Date	Time of Collection	Staff Signature	Parent's Signature	Copy of Late Collection Policy Given
1.				
2.				
Any late collection from this point on will be charged at the rate stated on the current Late Collection Policy				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Our Lady's Preparatory School, Nursery,
Day Nursery and Holiday Club
Late Collection Record – continuation sheet

Surname:.....

Child's name:.....

Day and Date	Time of Collection	Staff Signature	Parent's Signature
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			