Spaxton CofE Primary School

'Together we flourish and achieve'

Late Collection Policy

DATE: September 2026

POSTHOLDER RESPONSIBLE: Rachel Rood

AUDIENCE: Staff, Parents, Pupils

REVIEW DATE: September 2027

Late Collection Policy

'Together we flourish and achieve'

1. Introduction

Spaxton CofE Primary School is committed to safeguarding and promoting the welfare of all pupils. The safety and wellbeing of every child remains our highest priority. This policy outlines the procedures that will be followed when a pupil is not collected at the end of the school day.

Parents/carers are responsible for ensuring that their child is collected promptly at the end of the school day. Late collection should be an exceptional circumstance rather than a regular arrangement.

2. Aims

This policy aims to:

- Ensure the safety and welfare of pupils who are not collected on time.
- Provide clear guidance for staff in responding to late collection.
- Set out expectations for parents/carers regarding collection arrangements.
- Ensure that uncollected pupils are supervised appropriately and safeguarded at all times.
- Establish a consistent procedure for managing persistent late collection.

3. School Day Timings

- School starts: **8.45am**
- School finishes: **3.25pm**

Parents/carers should ensure that collection arrangements allow their child to be picked up promptly at the end of the school day.

4. Late Collection Procedures

Expected Practice

If a parent/carer anticipates that they will be delayed, they should contact the school office as soon as possible to inform the school and provide details of the expected collection arrangements.

Initial Response (from 3.25pm)

If a child has not been collected by 3.30pm:

- The pupil will be supervised by school staff and may be placed within the school's wraparound provision.
- A senior member of staff will be informed.
- This will be recorded as a late collection.
- Parents/carers will be contacted using the contact information held on Arbor.

Further Response (from 3.45pm)

If parents/carers cannot be contacted:

- Staff will attempt to contact all emergency contacts listed on Arbor.
- The pupil will remain under the supervision of school staff.
- A member of the senior leadership team will be informed if they are not already aware of the situation.

Escalation (from 4.30pm)

If the child remains uncollected and no responsible adult can be contacted:

- The Designated Safeguarding Lead (DSL) or senior leader will review the situation.
- Children's Social Care may be contacted for advice and guidance.
- The school will follow any advice given by Children's Social Care and, where necessary, other appropriate agencies.

At no point will a child be left unsupervised.

5. Persistent Late Collection

Repeated late collection may indicate that additional support or intervention is required.

Where late collection becomes a recurring issue:

- Parents/carers will be invited to attend a meeting with the Headteacher.
- The reasons for the lateness will be explored and appropriate support considered.
- A record will be maintained of all incidents and actions taken.
- Where persistent late collection raises safeguarding concerns, the Designated Safeguarding Lead will consider whether a referral to Children's Social Care is required in accordance with the school's safeguarding procedures.

6. Charging for Late Collection

The school reserves the right to charge parents/carers for the costs incurred through late collection.

- Charges will apply where a child remains on site beyond **3.40pm**.
- Charges will be in line with the published rates for the school's wraparound provision.
- Any charges levied will be consistent with the Trust's Charging and Remissions Policy.
- Invoices must be settled by the payment date specified.

The Headteacher reserves the right to consider exceptional circumstances on a case-by-case basis.

7. Exceptional Circumstances

The school recognises that unforeseen emergencies can occasionally arise.

Where genuine emergencies result in a delayed collection:

- Parents/carers should contact the school as soon as reasonably possible.

- Each situation will be considered individually.
- Appropriate support will be offered where necessary.

8. Pupils Travelling Home Independently

Pupils in Years 5 and 6 may travel home independently where written parental permission has been received and recorded on Arbor.

The school reserves the right to review or withdraw this arrangement if there are safeguarding concerns.

9. Collection by Another Adult

The school will not release a pupil into the care of an unknown adult without parental consent.

Where a child is to be collected by someone other than a parent/carer or named emergency contact:

- Parents/carers must inform the school office in advance whenever possible.
- In exceptional circumstances, verbal consent may be accepted.
- A password system may be used to verify the adult's identity.
- The school reserves the right to request photographic identification from an adult who is not known to staff.
- Staff will not permit a child to leave if the pupil is showing significant distress or if there are safeguarding concerns regarding the collection arrangement.

10. Court Orders and Parental Responsibilities

The school will act in accordance with parental responsibility arrangements and any relevant court orders provided to the school.

Where collection arrangements are affected by:

- Child Arrangements Orders
- Prohibited Steps Orders
- Non-Molestation Orders
- Other court-imposed restrictions

Parents/carers must provide the school with a copy of the relevant legal documentation. The school cannot act on verbal reports alone.

11. Safeguarding

All arrangements under this policy will be implemented in line with:

- The school's Child Protection and Safeguarding Policy.
- Keeping Children Safe in Education.
- Local safeguarding partnership procedures.

The welfare and safety of the child will remain the school's paramount consideration at all times.

12. Communication with Parents and Carers

This policy will be:

- Published on the school's website.
- Made available to parents/carers on request.
- Shared with staff as part of safeguarding procedures.

10. Monitoring and Review

- This policy will be reviewed **annually**, or sooner if required due to changes in legislation, statutory guidance, safeguarding procedures or school practice.