



St Peter's Church of England Primary School After School Club Late Collection Policy

The Governing Body of St Peter's Church of England Primary School adopted this policy on 26th April 2023.

Signed: _____ (*Chair of Governors*)

Signed: _____ (*Head Teacher*)

Review every 3 years

St Peter's After School Club endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected by closure of the Club, we will impose a late collection charge in order to cover the additional costs of staff time for having to stay after their contracted hours.

The school accepts that a variety of emergencies can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. 'Traffic' does not constitute a genuine unforeseen emergency. Notification must be given to the Club Manager via the Club's mobile telephone as soon as a situation arises.

The Charging Arrangements

In cases where a child has not been collected upon closure of the After School Club at 6:00pm, a fee of £10 per child will be made to the parent/carer for every 30 minute period (or part thereof) that the child/ren remain uncollected. Payment is to be made by the end of that same month in order for the next months bookings to be honoured.

Procedures for Non-Collected Children

Up to 30 minutes late:

- If not already advised of late collection, a member of staff attempts to contact the parent/carer using the details provided on the Clubs registration documents. If contact is not made, a message is left.
- The member of staff then attempts to reach the emergency contacts listed on the registration form.
- For the duration of the wait, the child/ren are supervised by 2 members of staff.
- When the parent or carer arrives they will be reminded that they must call the Club to notify if they are delayed.
- The parent or carer will be informed that a penalty fee will be charged.

Over 30 minutes late:

- If a member of staff has been unable to reach the parent/carer, or an emergency contact, they will contact the Head Teacher or Deputy Head Teacher to discuss next steps.
- If agreed by the Head Teacher or Deputy Head Teacher, the local social care team will be contacted for advice.

- The child/ren remain on site with 2 members of staff until they are placed with the local social care team.
- If the child/ren have left the premises with the local social care team, a note is secured to the school pedestrian gate, informing the parent/carer of the pupil's location. A contact number and address is displayed.
- A further message will be left on the parent or carer's telephone explaining events and informing that a penalty fee will be charged.

Managing persistent lateness

The Club Manager will record incidents of late collection and will discuss them with the child's parents/carers. Parents and carers will be reminded that if there are 3 occasions when their child/ren are collected late, they may lose their place at the Club.