



**THE MINSTER
NURSERY AND INFANT SCHOOL**
SCHOOL OF INSPIRATION
DETERMINATION HONOUR BELIEVE
PREPARING FOR A BRIGHT FUTURE WITH INNOVATIVE AND EXCITING LEARNING

Late Collection Policy

Reviewed on: December 2023

Signed.....Chair

To be reviewed on or before 1st December 2025



WE ARE A VOLUNTARY AIDED (VA) SCHOOL WITHIN THE DIOCESE OF SOUTHWARK
HEAD TEACHER: MRS STEPHANIE EDMONDS *B Ed HONS*

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A: Impact Assessment summary for policy coversheets

Impact Assessment: Equality, Safeguarding, Health and Safety, Sustainability	
Overview: to be completed with a full impact assessment if required.	
Title of Activity/Policy:	New or Revision of Expected Implementation
Author and Date:	Date: Review Date:
Equality and Diversity: Which of the characteristics may be impacted upon? If there is an impact, how has this been considered and mitigated against? What are the risks of proceeding? What are the benefits?	
Safeguarding: Are there any aspects of this proposal which could cause a student/member of staff/visitor to feel unsafe? If yes, how has this been considered and mitigated against? What are the risks of proceeding? What are the benefits?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Health and Safety Have any risks been identified? If yes, how has this been considered and mitigated against? What are the risks of proceeding? What are the benefits?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered and mitigated against?	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Evidence: What evidence do you have for your conclusions? What consultation has taken place? How will you monitor the issues raised?	
Risk: Should this activity/policy result in an entry on the risk register (high/medium) or does it represent a low risk?	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>

Fruits of the Spirit

The Fruits of the Spirit underpin all that we do and we weave these Christian values into the fabric of our school ensuring that they underpin every thought, decision and action made.

This policy has been compiled mindful of these spiritual fruits to make sure they develop and sustain all aspects of school life at The Minster Nursery and Infant School.



Aim

We aim to provide a safe and caring environment for all children. In the event that a child is not collected and their parent/carer is delayed, we have clear procedures that cause minimal disruption to our children.

Introduction

Parents/Carers of children starting in the school are asked to provide specific information, which is kept in our data file in the school office, including:

- Home address and telephone number of parents/carers
- Place of work, and telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from the school i.e. child-minder, relative, neighbour
- Information about any person who has been denied legal access to the child
- Information about who has primary responsibility for the child

If there are any changes to any of the above, we ask that the school office is notified immediately.

When there is a change to the end of the day arrangements, we ask that Parents/carers inform either the school office or the class teacher.

In the event that the parent/carer is running late or has made alternative collection arrangements with a friend/relative, they should ring the school to advise us of those changes, so that both the teacher and child are aware.

Where children are not collected at the end of the day the following will occur:

- Log late collection in late book
- Check office for any messages from parents/carers
- Ring parents/carers
- Ring other named contacts
- Attempt to contact adults known to the family, to gather information on parents'/carers' whereabouts
- Contact Social Services

The late collection policy will operate to the following timetables:

Morning Nursery (Wrens)

- **Nursery finishes at 11.30am**
- Nursery staff will remain in the Nursery with your child until 11.40am
- At 11.40am, uncollected children will be taken to the School Office
- **A charge will be payable for each Nursery child remaining in the office at 11.45am**



Afternoon Nursery (Robins)

- **Nursery finishes at 3.20pm**
- Nursery staff will remain in the Nursery with your child until 3.30pm
- At 3.30pm, uncollected children will be taken to the School Office
- **A charge will be payable for each Nursery child remaining in the office at 3.35pm**

Reception

- **Reception classes finish at 3pm**
- Your child will remain in their classroom with their Teacher until their adult collects them.
- **A charge will be payable for each Reception child still uncollected at 3.15pm**

Year 1

- **Year 1 classes finish at 3.10pm**
- Your child will remain in their classroom with their Teacher until their adult collects them.
- **A charge will be payable for each Year 1 child still uncollected at 3.25pm**

Year 2

- **Year 2 classes finish at 3.10pm**
- Your child will remain in the playground with their Teacher until 3.20pm
- At 3.20pm, uncollected children will be taken back to their classroom by their teacher
- **A charge will be payable for each Year 2 child still uncollected at 3.25pm**

Charges for late/non-collection of children

Under Section 457 of the Education Act 1996, and relevant Regulations, the school's Governing Body has the power to impose a charge on parents/carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity.

The Governing Body accepts that it is the responsibility of the school to ensure parents/carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The Governing Body has decided that, except in emergency situations, where children are not collected from the school within **fifteen minutes** after the school day or after school activity ending, a charge will be made to the child's parent/carer.



The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent/carer where there is a genuine unforeseen emergency.

The Charging Arrangements

On the **first** occasion, where a child is not collected within **fifteen minutes** of their finish time, and you have not provided the school with an acceptable reason for your delay, you will be given a warning letter.

After this, the following charges will apply:

In cases where a child is not collected within **fifteen minutes** of the end of the school day or after school activity, a charge of **£10.00** will be made to the parent/carer for up to 30 minutes of non-collection from their finish time.

For every additional **5-minute** period (or part thereof) that the child is not collected, a further charge of **£5.00** will be made.

For example, if you collect your Year 1 child at 3.45pm, you are 35 minutes late and will be charged £15.00 - £10.00 for the first 30 minutes and £5 for the additional 5 minutes.

The school clock will be used to record times and determine the charge made.

The parent/carer will be issued with an invoice and expected to pay within the date set on the invoice. Failure to pay may lead to further action being taken.

If the child has not been collected after one hour and no contact has been made or arrangements agreed, the school will make contact with Social Services.

Persistent Late Collection

The Head Teacher will consider taking further action that may include a referral to Social Services, if a family is persistently late in collecting their child.

This policy is available to view on our website at www.minsterinfants.co.uk