

Late Collection Policy

Policy Aim

To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring timely collection of children. Parents must inform school via telephone to ensure we are aware of any problems in collecting on time.

Since February 2018 Governors have imposed a late collection charge for children who are not collected from school on time.

It is the responsibility of all parents to ensure your child/ren are collected on time. Children who are not collected on time at the end of the school day or as prior notified at the end of a school activity will automatically be fed into our in house after school child care service. The Parents/Carers will be charged a fee for any amount of time they have spent with the childcare providers due to late collection.

Families who continue to abuse this system will be referred to the Safeguarding Team for further intervention.

The after school childcare service can be pre booked, and we will always do our best to accommodate your needs. Please contact the school office on 0161 702 3669 or admin@pikefold.manchester.sch.uk and your query will be passed on to the most relevant member of staff.

The late collection policy will operate the following time timetable from the end of the School day

School finishing times are as follows:

Nursery – 15:10

Reception – 15:20

Y1 & Y2 – 15:20

Y3, Y4, Y5 & Y6 – 15:30

(This is to ease congestion on the yard and for safeguarding purposes).

Teachers will remain on the door until 10 minutes after the collection time for each class. Children who are not collected after 10 minutes of their finishing time will be escorted to the dining hall where the Teacher will register them in the after school childcare club. (If your child has an after school sport or intervention, the end of the school day will coincide with the activity finish time and ten minutes grace will be applied from then).

On the first late collection of the academic year there will be no charge for the child's supervision and the late occasion will be recorded in the Head Teachers office.

For every further late collection, there will be a charge of £10 per hour (or part hour), per child, to contribute towards the cost to the school for supervision. This will apply with or without notification to the school of late collection.

The charge must be paid on collection of the child/children.

Please note, the Safeguarding Team is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment club or the after-school club. We reserve the right to refer families to social services if repeated late collection becomes in issue. This means that the school will log the issue on our safeguarding management system and a referral will be made to the Manchester Safeguarding team and to the police. Further attempts to contact parents will be made by school staff, to advise them of this.

After School Childcare Club finishes at 5:45pm

For children not collected by 5:45pm (without prior notice) parents will incur a one off additional fee of £10 payable on the day. All parents/carers are encouraged to notify the Childcare team if they expect to arrive after 5.45pm by calling the main school number where a member of the childcare team will pick up the call.

As the school building is locked at 6pm any uncollected children at this time (whether notified or not) will be referred to the police and social services and the additional fee of £10 will still apply.

The Safeguarding Team will be informed of any late collections from the After School Childcare Service for investigation.

Charges & procedure for repeated late collections

Families who have unpaid late collection fees may be suspended from using the service.

Reviewed on 28/01/2025

Next Review due 28/01/2027

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