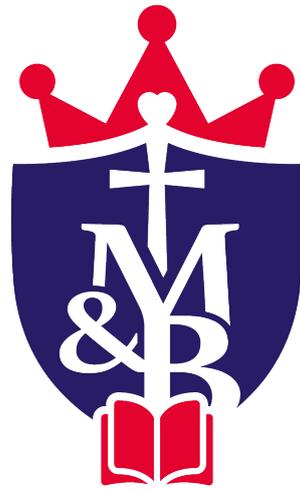


# LATE COLLECTION POLICY



**St Mary's &  
St Benedict's**  
RC Primary School

**Together in God's family, we grow in  
faith, knowledge & love to reach our full  
potential, and to become the people that  
we are created to be.**

Policy Agreed: **January 2026**  
Review Date: **February 2027**

## **Aim**

St Mary's and St Benedict's Roman Catholic Primary School aims to provide an environment where pupils can be both safe and happy. If a child is not collected, or when collection is delayed, he/she will be reassured in order to cause as little distress as possible. We inform parents/carers of our procedures so, if they are unavoidably delayed, they will be aware of the procedures that school follow.

## **Methods**

Parents/carers of pupils starting in school are asked to provide specific information, which is securely located as a hard copy within the school office or as a digital copy on SIMs.net or within the CPOMS systems. This data includes:

- Home address and telephone numbers of parents/carers
- Place(s) of work and relevant contact numbers (if applicable)
- Mobile telephone number(s) (if applicable)
- Names and contact details of additional adults that are authorised to collect their child(ren) from school – this could be a relative; a neighbour or a childminder
- Information about any person who has been denied legal access to the child
- Information about who has Parental Responsibility (P.R.) and who has primary responsibility for the child

If there are any changes to this data then it is crucial that the school office is notified immediately – this can be done in person at the office window; over the telephone (01772 336650) or using email: [office@smsb.lancs.sch.uk](mailto:office@smsb.lancs.sch.uk)

Also, when there is a change in a pupil's regular end of the school day arrangements, we ask that adults inform either the school office or an adult within the class' staffing team. In the case of an older child being allowed to walk or cycle home alone, we ask that the information be put in writing – either as a written note or as an email to the above address.

We inform parents/carers that our school day ends at 3:15pm and in the event of a delay then an arrangement is made to collect the child(ren) promptly – examples that people have used are to ask another parent to collect their child or to ask a friend to collect him/her. (It should be noted that these are only examples and school would never make such arrangements for any child/family.)

Out of courtesy, school request that we are made aware of these last minute changes, before 3:15pm, so that we can make staff aware and offer appropriate reassurance to a child/children. In reality, the school 'phone system will only be turned to 'night mode' after 3:50pm, to allow parents/carers to contact school about any such matters.

It should be noted that no primary aged pupil is permitted to collect a child from Early Years (Pre-School or Reception class) and walk home with them. Our school have agreed that it is not a reasonable amount of responsibility for a child of 11 or younger to do so.

### **Flowchart**

If it appears that there have been no alternative arrangements made for collection of a child/children then school staff will take the following steps:

1. Telephone systems are checked to see if any message has been left
2. Website communications and emails are checked to see if any message has been left
3. 1<sup>st</sup> priority parent/carer is contacted at home/work
4. 2<sup>nd</sup> priority parent/carer is contacted at home/work
5. Throughout this process, the child/children will wait in a safeguarded area near the front entrance
6. If the child/children has not been collected by 3:25pm then he/she/they will be signed into SMASH (the school's wraparound care provider – St Mary's After School Home)
7. If, by 4pm, no contact with any specified contact has been made, a call to Children's Social Care will be made. We will always try to avoid this, if possible.

### **Charges for late/non-collection of children**

Under Section 457 of the Education Act 1996 and relevant subsequent regulations, the school's governing body has the power to impose a charge on parents or 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 of St Mary's and St Benedict's RC Primary School accepts that it is the responsibility of the school to ensure that parents and carers are notified of the timings of the school day (or after school activity) and also to provide adequate notice of any modification to those timings because of a special event or date.

The governing body has decided, at the meeting on Thursday 21<sup>st</sup> March 2024, that this power will be enacted and that, with the exception of emergency situations\*, any collection that is **later than 10 minutes** after the end of the day or activity will result in a charge. Notification of such a situation is requested at the earliest possible safe opportunity.

### **Charging arrangements**

On the first late collection within a term, without explanation that includes an emergency situation\*, as described within this policy, the parent/carer will be sent a letter reminding them that prompt collection of pupils is a necessity.

If this situation is repeated, the child(ren) will be automatically enrolled into SMASH (the school's wraparound care provider – St Mary's After School Home) and **payment will be expected in cash when the child(ren) are collected on that day.**

## **Procedures for non-collected children**

### Late collections

Staff will record on CPOMs when a child is collected late, ie anytime after 3:25pm or more than five minutes after the expected end of an after school club.

### After school clubs

Any child(ren) that is (are) not collected on time then this policy will apply ie if the club ends at 4pm and the child(ren) is/are still not collected at 4:05pm then this is recorded as a late collection. If by 4:10pm there is no communication, as per the flowchart in this document, then the child(ren) will be enrolled in SMASH. If by 4:30pm there is no communication, as per the flowchart in this document, then a 'phone call to Children's Social Care will be made.

### Children who are not collected by 6pm

Under **no circumstances** are the staff to go looking for a parent/carer or to take a child home. Parents/carers will be contacted, as per the flowchart, and if no-one is willing or able to collect, then Children's Social Care (CSC) will be asked for next steps.

### Persistently late collections

If a family is persistently late in collecting their child(ren) then the headteacher (or deputy) will meet with family adults along with the school's Family Support Worker to consider how best to support the child(ren). This may necessitate referral to other professional services.

\*The school accepts that a variety of emergency situations can arise, due to unforeseen circumstances, and will ensure that no charge is levied where there is a genuine emergency situation. This power lies with the headteacher and he/she will be the ultimate and sole decision-maker about whether the situation constitutes an "emergency situation".

**Appendix A: Warning letter for late collection**



**St Mary's &  
St Benedict's**  
RC Primary School

Dear parent/carer of

I am writing to you regarding the late collection of your child on\_\_\_\_\_.

It is the parents' responsibility to ensure children are collected on time and being late is often very distressing for the child/ren concerned.

If your child continues to be collected late at the end of the school day, the Governing Body has agreed that charges will be incurred. In cases where a child is not collected within ten minutes of the end of the school day or after school activity then your child(ren) will be signed into SMASH (St Mary's After School Home).

Upon collection, you will be expected to pay for a full session for each child, at their usual daily rate, in cash. We have specifically said cash only as the school's Governing Body do not want Mrs Jayne Nihill (who operates SMASH) to be left financially worse off after such an event.

This letter is intended only to make you aware of the problem so you can begin to address it. I look forward to seeing an improvement in the situation.

Yours faithfully,

A handwritten signature in blue ink that reads "Daniel Ballard".

Mr Daniel Ballard

**Headteacher**