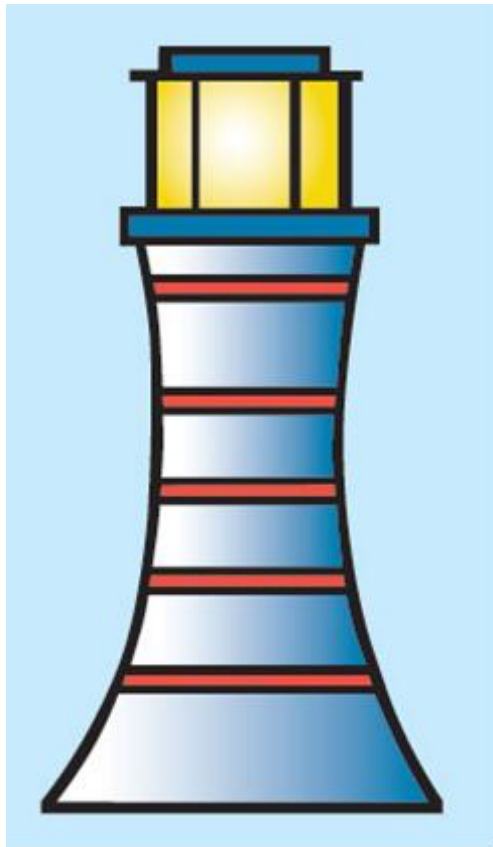


# Austhorpe Primary School



## **Rise & SHINE** Late Collection Policy

Reviewed: September 2023

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# Late Collection Policy

Rise & SHINE is Austhorpe Primary Schools before and after school wrap around care provision. We are delighted to offer this extended service although we require the full co-operation of parents / carers to ensure services run smoothly and with minimal distress to each child. Our after school club runs from 15:20 to 18:00 and it is important that children are collected before the session ends, if a parent/carer fails to collect their child within this time period then action will be taken to ensure the situation is resolved as soon as possible. Key contacts for each child will be maintained via Arbour and referred to in the event of emergency or late collection, if these have not already been supplied to the school then the child's parent / carer should ensure the following details are received prior to session attendance:

- Home address and telephone number
- Place of work, address and telephone number
- Mobile phone number
- Name, address and telephone number of any adult authorised to collect their child
- Additional details of any person not granted legal access to your child

Staff should be informed of changes to key contacts immediately and a minimum two key contacts should be provided per child. We will assume all contacts provided by the parent/carer are permitted responsibility for care although it is important that individuals are listed in priority order to ensure a systematic approach to any necessary communication. Wherever possible staff will communicate with the primary contact in the first instance and refer to secondary contacts when communication with the first individual has been unsuccessful.

We would also like to make parents/carers aware of the following procedures that will be implemented on realisation of late collection:

1. Messages will be checked for any prior notification of an event
2. The primary contact will be called through their home, mobile or work telephone number provided
3. Secondary contacts will be consulted in the event of unsuccessful communication with the primary contact
4. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

5. A charge will be levied for late collection. A fee will be applied for late collection from 6.00pm onwards at £5 per 10 minute per child. This charge will be added to the child's school money account.
6. Where there is more than one late collection within a single school term £10 will be charged for each additional 10 minute period of care following club closure. At this stage a warning letter may also be issued to the parent / carer informing them that they are at risk of losing their child's place.

Please note where a parent / carer fails to collect their child in a timely manner on three or more occasions within the same school term then the school reserves the right to withdraw any future places allocated to the associated child.