

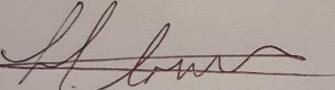


SS PETER & PAUL CATHOLIC SCHOOL

'Learning Together, Achieving Together in Christ'

Collection of Children from school Policy

Approved by:	Resources Committee	Date: 6 th December 2017
Last reviewed on:	6 th December 2017	
Next review due by:	15 th January 2019	



Helen Arnold
Chair of Governors

**SS Peter and Paul Catholic Primary School
Collection of children from school Policy
December 2017**

Aim

- To ensure the safety and well-being of all children.
- To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring the timely collection of children.

Collection of children at the end of the School day

It is the responsibility of parents to collect their child on time at the end of each school day.

Periodically, the School sends out a letter asking parents to update information relating to contact details for up to 4 named adults who have permission to pick up the child at the end of the day. This information is collected and updated to inform the school who has permission from the parents /carers to collect the child. If an alternative adult, who is not named on the consent form arrives to collect the child, a member of staff will, for matters of safeguarding, contact a parent to confirm whether they have permission to collect the child.

Parents are reminded to inform school, of any changes to the normal collection arrangements (e.g. child going on a playdate, being collected by another parent) This can be done either by calling the school office, informing the class teacher or writing a letter

Walking home alone

Children who are in Years 5 and 6 have the option of walking home alone. Parents and Carers need to complete a permission form, which can be obtained from the school office. Once the form is completed and a member of the senior leadership team has granted authorisation. The child will be permitted to walk home alone.

After-school provision

There is after school provision on site provided by Jigsaw. If parents wish to take advantage of that provision, they should contact the Jigsaw direct to make the necessary arrangements on 07731097267. Application packs are available from the school office. Children need to register and have their registration accepted with Jigsaw in order to attend the after school provision.

Procedure if a child is collected less than 40 minutes after the end of School.

From January 2018 the Governors will be imposing a late collection charge for children who are not collected from school on time, after a first occasion, where this has occurred **and** following a formal warning letter that charges will be levied in relation to any subsequent occasions of late collection.

This aspect of this collection policy will operate on the basis of the following times at the end of the school day:

- School finishes at 3.20 pm
- Teachers will bring all uncollected children to the school hall at 3:30pm
- At 3.40 pm children will be taken to the office for collection;
- From 3.40 pm a charge will be payable for each child remaining in the office

Costings:

- On the second occasion when a child is not collected by 3.40 pm, and after a warning letter relating to a first occasion, you will be charged a one-off payment of £3 per child.
- For every subsequent time when a child is not collected by 3.40pm, you will be charged £1.00 per minute. Therefore if your child is collected at 4:00pm, you will incur a cost of £20.

The clock in the school foyer will be used to determine the cost.

Please call the School Office if you are running very late, to help appropriate provision to be made and so your child can be kept informed. Please note that calling will not necessarily exempt a parent from any charges.

Procedure if a child remains uncollected after 40 minutes from the end of School (4pm)

SS Peter and Paul Primary recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity.

On admission to the School, parents should supply:

- Names and full addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers where appropriate;
- Two emergency contacts who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

It is the responsibility of the parent/carer to ensure this information is updated annually or whenever circumstances change.

If a pupil is not collected at the end of the school day or after attending after school clubs, it is important to establish with the pupil what their understanding of the arrangement was, and try to contact anyone on the child's emergency contact list if parents are unavailable.

A member of staff will:

1. Check whether the child is usually in an after school activity that night and may have just forgotten to attend. (Where applicable).
2. Check with office staff to see whether a phone call or note has been received.
3. If a parent has not made contact or arrived by 3.40 pm, the Office will make every effort to contact the parent. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the office and on the School's Management Information System (SIMs).
4. If a parent has not made contact or arrived after an additional 15 minutes, a further phone call will be made and where available, a message left to inform the parents that the School could contact Children's Social Care service if no call is received by 4.00 pm,
5. In the case of a pupil not being collected and no contact being made by 4:15, (55mins after the end of the school day), the School could ring Merton Social Care team to discuss the situation and ask for advice. This will allow the Social Care Team to begin to plan for the possibility that they may need to make arrangements for the alternative care of the child.

This aspect of the School's policy, because it relates to our statutory duty to safeguard and promote the welfare of pupils, will operate for the first and any subsequent situation where a parent or carer cannot be contacted after 4pm, and will not require a first formal warning letter.

Procedure if a child remains uncollected after attending an after school activity /club.

From January 2018 the Governors will be imposing a late collection charge for children who are not collected from school on time, after a first occasion, where this has occurred **and** following a formal warning letter that charges will be levied in relation to any subsequent occasions of late collection.

This aspect of this collection policy will operate on the basis of the following times at the end of the club period 4:30pm:

- Clubs finish at 4:30 pm
- Teachers will bring all uncollected children to the school office at 4:30pm for collection.
- From 4:40 pm a charge will be payable for each child remaining in the office.

Costings:

- On the second occasion when a child is not collected by 4:40 pm, and after a warning letter relating to a first occasion, you will be charged a one-off payment of £3 per child.
- For every subsequent time when a child is not collected by 4.40pm, you will be charged £1.00 per minute. Therefore if your child is collected at 5:00pm, you will incur a cost of £20.

The clock in the school foyer will be used to determine the cost.

Please call the School Office if you are running very late, to help appropriate provision to be made and so your child can be kept informed. Please note that calling will not necessarily exempt a parent from any charges.

Suitable person / Identification of Individuals

It is essential that parents nominate a responsible person to pick up their child if they are unable to do so themselves. The process to update that information is detailed above.

A sibling, of secondary school age, is able to collect their younger siblings. Parents with children in Years 5 or 6, who require them to collect younger siblings, will need to put their request in writing to the head teacher and wait for authorization. Each case will be looked at individually.

If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and well-being of the child may be compromised, the School's Designated Safeguarding Lead or any member of the Senior Leadership Team will be contacted to assess the situation and decide whether the adult concerned appears able to take responsibility for the child.

If the judgment of the Senior Leader is that the child might be at risk, alternative appropriate action will be taken and this might include contacting another person named on the emergency contact list or another suitable member of the family to collect the child. If another emergency contact or family member is not available then the School will consider contacting Merton's Children's Social Care or the Police.

Relationship breakdown of parents/guardians

The school has a clearly defined procedure, which is followed in the regrettable event of the breakdown of the relationship between a child's parents or guardians.

Unless there is a court order, of which the School must have seen a copy, or there are any identified child protection issues preventing one parent having contact with a child, the School is unable to deny a parent's right of access.

The charging procedures contained within this policy will not be followed where School trips, visits or journeys have caused the late arrival of children back to School.

First time late	Late collection letter	
Second time late	Late collection letter	£3.00 charge
Third time late	Late collection letter	£ 1:00 per minute after 3:40

Late = not collected by £3:40

December 2017



SS PETER & PAUL CATHOLIC SCHOOL

**'Learning Together,
Achieving Together in Christ'**

Head Teacher: Mr D Hennessey BEd (Hons), P.G. Dip. Ed., NPQH



Date _____

Late Collection First Time

Dear Parent / Carer of

I am writing to you remind you that school finishes at 3:20p.m, and at 4:30 if you child attends a club.

Your child was collected on _____(date)_____ at _____(time)_____ .

In line with the school's Late Collection Policy, the school's governing body have agreed that a charge of £ 3:00 will be incurred if your child is collected late again.

This will increase to £1:00 per minute on every subsequence occasion.

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

The School's Designated safeguard lead will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.

If all reasonable attempts have been made to make contact with parents, carers or any other nominated person, and these have failed then the school may contact the police and / or the Children's Social Care Team.

Yours sincerely

D. Hennessey



Cricket Green, Mitcham, Surrey CR4 4LA
Tel: 020 8648 1459

Email: office@sspp.merton.sch.uk Website: www.sspp.merton.sch.uk

Diocese charity number: 235468



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Head Teacher: Mr D Hennessey BEd (Hons), P.G. Dip. Ed., NPQH



Date _____

Late Collection Second Time

Dear Parent / Carer of

I am writing to you remind you that school finishes at 3:20p.m, and at 4:30 if your child attends a club.

Your child was collected on _____ (date) _____ at _____ (time) _____

In line with the school's Late Collection Policy, the school's governing body have agreed that a charge of £ 3:00 will be issued

This will increase to £1:00 per minute on every subsequence occasion.

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

The School's Designated safeguard lead will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.

If all reasonable attempts have been made to make contact with parents, carers or any other nominated person, and these have failed then the school may contact the police and / or the Children's Social Care Team.

Failure to pay this cost may result in further action being taken.

Yours sincerely

D. Hennessey



Partnership School

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Date _____

Late Collection _____ Time

Dear Parent / Carer of

I am writing to you remind you that school finishes at 3:20p.m, and at 4:30 if your child attends a club.

Your child was collected on _____ (date) _____ at _____ (time) _____

In line with the school's Late Collection Policy, the school's governing body have agreed that a charge of £ 1:00 per minute will be issued

The late collection charge will be _____ as you were _____ mins late.

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

The School's Designated safeguard lead will keep a record of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection Policy and Procedures.

If all reasonable attempts have been made to make contact with parents, carers or any other nominated person, and these have failed then the school may contact the police and / or the Children's Social Care Team.

Failure to pay this cost may result in further action being taken.

Yours sincerely

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