



# The Blue Sky Federation

**Resilience – Responsibility – Respect – Restorative**

**The Best You Can Be – Everyone, Every Day**

## **LATE COLLECTION POLICY – SUMMERFIELD SCHOOL**

Approved: September 2025  
Review: September 2026

# Late Collection of Children Policy

## 1. Purpose

This policy explains the school's procedures when children are not collected on time at the end of the school day. It ensures children's safety, wellbeing, and clarity for parents/carers.

## 2. End of School Day

- The school day ends at **3:15pm**.
- Parents/carers are expected to collect their child **promptly at this time**.

## 3. Initial Procedure for Late Collection

- At 3:20pm, any children still on site will be taken to a designated waiting area and supervised by staff.
- Staff will begin contacting parents/carers using the details held on **SIMS**.
  - The school will call **all three names and numbers registered** in a cycle until successful contact is made.

## 4. Late Collection Charges

To cover the cost of staff supervision and discourage persistent lateness, the following charges will apply:

- **3:25pm – 3:45pm:** £5
- **3:45pm – 4:00pm:** Additional £5 (total £10)
- **After 4:00pm:** Safeguarding procedures will be initiated (see below).

Charges will be added to the parent/carer's account and must be paid promptly.

## 5. Persistent Lateness

- Parents/carers who are **regularly late** will be invited to meet with the Executive / Associate Headteacher to discuss reasons and possible support.
- Continued lateness will be treated as a **safeguarding concern**, and the school may make a referral to Early Help or Children's Services.

## 6. Very Late Collection (Safeguarding Escalation)

If a child has not been collected and no contact can be made with parents/carers or emergency contacts by **4:00pm**:

- The Designated Safeguarding Lead (DSL) will be informed.
- The school will contact **Children's Services** for advice and support.
- If appropriate, the **police** may also be contacted.

## **7. Recording**

- All late collections will be logged, including the time collected, reason given, staff present, and attempts to contact parents/carers.
- Repeated lateness will be monitored and acted upon.

## **8. Review**

This policy will be reviewed annually and updated as required.

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