


Burnt Tree Primary School



Late Collection Policy

2025 - 2026

Signed by Chair of Governors	
Date	04/03/2025
Review Date	September 2025

Policy aim:

- To ensure prompt collection of all children from the school
- To ensure the safety and well-being of children
- To enable staff to attend training, meetings and carry out professional duties.

Collection of children at the end of the school day

It is the responsibility of parents to collect their child(ren) on time at the end of each school day. Burnt Tree Primary recognises that it has a statutory duty to safeguard and promote the welfare of pupils and 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 addresses of parents/carers (and confirmation of parental responsibility);
- Home and work telephone numbers;
- Mobile phone numbers
- 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 make contact with the parents, or anyone on the child's emergency contact list if parents are unavailable.

The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.15pm
- Teachers and children will remain in their classrooms until 3.25pm
- At 3.25pm children will be taken to the office for collection
- At 3.30pm teacher training sessions and meetings begin
- From 3.30pm the late collection policy applies

The teacher or an appropriate member of staff will:

1. Check with the office staff to see whether a phone call or note has been received
2. If a parent has not made contact or arrived by 3.30pm (or 10 minutes after the end of a club), a member of school staff will make every effort to contact the parent.
3. If the parent cannot be reached, the emergency contacts provided will then be called. Contact numbers are kept in the school office and on the school's Management Information System (MIS).

Procedure for when a child is not collected by 3.30pm:

- On the first occasion, a record will be kept and the parent/carer will receive a letter.
- On any subsequent occasion the parent/care will be charged £5 per child for each lapsed 15 minutes period. For example, if a child is collected at 3.50pm, this is 35 minutes late and will cost £10.00 (two elapsed 15 minute periods).
- The office clock will be used to determine the times.

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.

We ask parents to call the school office if they are running very late to help appropriate provision to be made and children can be kept informed (please note that calling will not exempt a parent from any late charges).

Procedure if a child remains uncollected after 45 minutes

This aspect of the policy relates to the school's statutory duty to safeguard and promote welfare of pupils and operates for every situation where a parent or carer cannot be contacted within 45 minutes of the end of the day/end of the club/activity, the school will ring Sandwell 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.

Change of collecting adult

Periodically, the school reminds parents to update emergency contact details, held on the Arbor app, of the named adults who have permission to pick up the child at the end of the day. This information allows the school to make a quick and informed decision if someone less familiar seeks to collect a child or if the class is being dismissed by a supply teacher. If an adult who is not named on the collection list attempts to collect the child the school will, for matters of safeguarding, need to contact a parent to confirm whether they are genuine and do have permission to collect the child.

Parents are reminded that any changes to normal collection arrangements (e.g. child going on a playdate, being collected by another parent) should always be shared with the school office or the child's class teacher.