



# **Zaytouna Primary School Late Collection Policy September 2024**

Zaytouna Primary School, 500 London Road, Derby, DE248WH is part of Transform Trust, a charitable company, limited by guarantee and registered in England and Wales with Company Number 08320065

Policy aim:

- To ensure the 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.

Zaytouna 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 make contact with 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 3.15 pm, the main gate and litchurch gate will open
- Children will remain at their collection point until 3.25 pm (Olives, year 1 and year 2 collect from classrooms. Year 3 collect from the dining hall, Year 4, 5 and 6 collect from the bottom playground). In the event of heavy rain children in Year 4,5,6 and will be collected from the Olive Tree Arena
- At 3.35 pm teacher training sessions and meetings begin, all children should be collected by this time
- From 3.35 pm the late collection policy applies, names of children not collected will be recorded

Zaytouna Primary School, 500 London Road, Derby, DE248WH is part of Transform Trust, a charitable company, limited by guarantee and registered in England and Wales with Company Number 08320065

The teacher or an appropriate member of staff will:

1. Check with office staff to see whether a phone call or note has been received.
  2. If a parent has not made contact or arrived by 3.35pm (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 office and on the School's Management Information System (Scholarpack).

Procedure for when a child is not collected by 3.35pm:

- On the first occasion, a record will be kept and the parent/carer will receive verbal communication.
- On the second occasion, the parent/carer will be invited into school to discuss the reason for late collection.
- On the third occasion, the parent/carer will have a £5 charge added to their Parentpay account (in the event of another adult collecting your child, the £5 will still be charge to the account with parental responsibility).
- If your child is not collected by 4pm, another £5 charge will be applied.
- The office clock will be used to determine the time.

(There will also be a charge if parents phone the school to say they are running late but children are still not collected by 3.35 pm.)

### **After School Clubs**

All clubs finish by 4:00 pm and we expect all children to have been collected on time or the latest 4:10pm

The procedure and charges for late collection from afterschool club are the same as home time collection. For any primary school aged child, it could be a worry for them if mom, dad etc has not collected them at the same time as everyone else.

If you are unable to commit to collecting your child on time from afterschool then the child will be removed from the club.

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 or if there is an event which is preventing a large proportion of parents getting to the 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 (4pm home time and 4:45pm afterschool clubs)**

This aspect of the policy relates to the school's statutory duty to safeguard and promote the welfare of pupils, and operates for every situation where a parent or carer cannot be contacted within 45 minutes of the end of the school day/club/activity. In the case of a pupil not being collected and no contact being made by the parents with the school or the school being unable to make contact with one of the emergency contacts within 45 minutes of the end of the day/end of the club/activity, the School will ring Derby's 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 sends out a letter asking parents to update emergency contact details for up to three named adults who have permission to pick up the child at the end of the day. This information is collected and updated to allow the School to make a quick and informed decision if somebody 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 consent form 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 eg not going on the school or attending a club, must be communicated to the office by 2:45pm latest to ensure the message is sent to the appropriate member of staff dismissing children at home time.

This policy was reviewed and agreed by the Governing Body on 15<sup>th</sup> October 2024.

This policy will be reviewed on an annual basis.

Zaytouna Primary School, 500 London Road, Derby, DE248WH is part of Transform Trust, a charitable company, limited by guarantee and registered in England and Wales with Company Number 08320065