



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



UNCOLLECTED CHILD PROCEDURES

'Together with God, Making Learning a Life Long Friend'

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

Approved : 1.6.2026
Review date : 31.03.2028

Rationale:

This policy outlines the procedures to follow should a child not be collected at the end of the school day, from an after-school club, educational visit, sporting fixture or a school event.

1. The teacher informs the Office staff and accompanies the child to the office.
2. Office staff rings contacts numbers. If office staff not available member of the SLT (Senior Leadership Team) will do this.
3. Child waits to be collected outside office under supervision of office staff or SLT member if no office staff present.
4. The child must stay in school until collected and must be handed over to parent/carer
5. If the parent suggests the child leaves the site unaccompanied then this might be suitable for Year 5/6 pupils but not recommended for younger pupils, in which case the school should insist that the parent or carer collects the child in person.
6. If the child is told to meet the parent at the gate then the office staff SLT member should escort pupil and hand over to parent/carer.
7. A note should be kept of parents who persistently fail to collect pupils on time and this will then be followed up by the Headteacher.

8. After 10 minutes or 3:30pm (whichever comes sooner), the child may be placed in St Anne's Kid's Club. It will be at the discretion of the Headteacher and Kid's Club Manager whether parents are charged at the rate for Kid's Club.
9. Consent shall be sought from parents / carers for permission for older children (Year 5/6) to be dismissed from site unaccompanied. Where parents / carers request that children are collected, children will be kept at school until the parent / carer collects following points 1-6.

Children with Safeguarding intervetoio of court orders

These children should only be collected by the named person.

In the event of an unknown person attempting to collect a pupil then the appropriate carer/parent should be contacted first before the child is handed over. It may be necessary to contact either social services or the police.

Kids Club

The Club closes at 5.30 p.m. (5:00pm Fridays) Therefore, there will be a penalty for collecting your child/ren late in view of the fact that late collection involves extra time for the Group Leader and Staff.

- Collection up to 10 minutes late. £9.00 per child
- Collection up to 20 minutes late £15.00 per child
- Collection up to 30 minutes late £25.00 per child

Regular late collection, without plausible reason would possibly incur the family being referred to Staffordshire Safeguarding Board or the Police. We could also stop the children from attending Kids' Club.

Late collection during Kids Club hours (e.g. booked in until 4.30 p.m. but not actually collect until 4.45 p.m.) would mean that any charge would fall into the next band of the usual Kids Club pricing. Again, this would be at the discretion of myself (headteacher) and / or the Kids Club Manager.

We understand that modern life from time to time does mean unfortunate things happen, which is whilst all decisions are at discretion, but **regular** late collection after 5.30 p.m. (5.00 p.m.) is not acceptable.