



Late Collection of Child at St Joseph & St Bede Primary School

- Parents should arrive promptly at or before 3:15 p.m.
- If a parent/carer is unable to collect their child/children they must make alternative arrangements for the collection and inform the school as soon as practically possible.
- It is important that children are collected on time to ensure they feel safe and secure it is for this reason that your child will be taken to the main office to check if there has been a phone call.

Late Collection:

- Late collection occurs when a parent/carer arrives after 3:15 p.m.
- There are rare occasions when, perhaps due to an emergency, parents/carers are not able to collect their children promptly from school, or make arrangements for their collection, at the end of the school day.
- As a parent it is your responsibility to ensure that your child is collected at the end of the school day. Please ensure that school have up to date telephone numbers to contact you on and an emergency number.
- If there is an incident of late collection this information sheet will be issued reminding you of your parental duties and responsibility to collect your child on time.
- If there is a second incident then a member of the pastoral team will be contacting you by telephone to discuss this matter.
- If there is a third incident then an appointment will be made with yourself to discuss this matter with Mrs Myerscough, the Headteacher,
- Please note after 30 minutes the Person in Charge may need to take the decision to contact Social Services to alert them to the problem (see policy on non-collection of pupils)
- If there is a fourth incident the cost incurred by staff supervising children will then be charged to the parent/carer at cost of £5 per 15 mins.

Date: February 2020

Date of next review: Feb 2021