



Late Collection Policy

Introduction

At Calverley Parkside, we understand that unforeseen circumstances can sometimes lead to delays in collecting your child. However, consistent late collections can disrupt school operations and cause anxiety for children. To ensure the safety and well-being of all pupils, and to maintain a smooth end to the school day, we have implemented the following late collection policy.

Collection Times

- Nursery: 3:30 PM
- Reception: 3:10 PM
- Key Stage 1 (Years 1 & 2): 3:20 PM
- Key Stage 2 (Years 3-6): 3:20 PM

Communication and Reminders

- This policy is published and will be updated if collection times change.
- If you anticipate being late, please contact the school office as soon as possible on 0113 257 0884. This allows us to reassure your child and make necessary arrangements.

Late Collection Procedure

1. Initial Delay:

- If a child is not collected at the designated time, they will be supervised by a member of staff in the school office or designated safe area.
- We will attempt to contact parents/guardians using the contact details provided to the school.

2. Extended Delay:

- If a child remains uncollected after a reasonable period, and all attempts to contact parents/guardians have been unsuccessful, the child will remain in the care of school staff.
- If a pattern and trend of late collections occurs, then other agencies may be consulted, in line with the schools safeguarding procedures.

Late Collection Fees

- To help cover the costs of additional staffing and supervision required for late collections, a late collection fee will be applied.
- **The fee is £5 after an initial 5 minutes, then £1 for every minute thereafter.**
- Example: if a child from KS1 is collected at 3:30, they are 10 minutes late, and a £10 fee will be charged.
- Fees will be payable via Arbor.
- Repeated late collections will be addressed with parents/guardians to find a sustainable solution.

Exceptional Circumstances

- We understand that genuine emergencies can occur. If you believe your late collection was due to exceptional circumstances, please contact the school office to discuss the situation.
- The school headteacher retains the right to waive fees in exceptional circumstances. See appendix for examples.

Our Commitment

- We are committed to working with families to ensure the safe and timely collection of children.
- We understand that flexibility is sometimes needed, and we encourage open communication.

Appendix

Examples of Exceptional Circumstances (Subject to Headteacher's Discretion):

- **Medical Emergency:**
 - A sudden and unexpected medical emergency involving the parent/guardian or a close family member.
 - A medical appointment that unexpectedly overruns significantly.

- **Unforeseen Family Crisis:**
 - A sudden death in the family.
 - A domestic emergency requiring immediate attention.

- **Official Delays:**
 - Delays caused by official agencies, such as police or social services.

- **Unavoidable professional delays:**
 - A professional who is a first responder being held at an incident.

Important Notes:

- This list is not exhaustive, and each case will be considered on its individual merits.
- Parents/guardians will be expected to provide reasonable evidence of the exceptional circumstances.
- Regular, predictable delays (e.g., consistent lateness due to work commitments) would not typically be considered exceptional circumstances.
- The headteacher has the final say in what is and is not considered an exceptional circumstance.