



Girton Glebe Primary School

Late Collection Policy

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Document Control

New Version Number	Key changes from previous version	Date of ratification

Introduction

At Girton Glebe Primary School, the safety and well-being of all children is our top priority. It is the responsibility of parents to collect their child(ren) on time at the end of each school day. The *Late Collection Policy* is in place to ensure Girton Glebe Primary School has clear arrangements in place to safeguard their pupils who may not be collected at the end of the school day, or at the end of an authorised activity.

Policy Objectives

- To ensure children are supervised at all times.
- To minimise disruption and child distress caused by late pick-ups.
- To communicate clear expectations to parents/guardians regarding timely collection.

Enrolment arrangements

Upon admission to the school, parents are asked to provide the following information:

- Names and full addresses of parents/career; with confirmation of parental responsibility
- Home, work and mobile telephone numbers
- Emergency contacts who may be called in the event the parents/career being unobtainable or in the case of an emergency.

School will conduct yearly data checks to ensure this information is up to date and it is the responsibility of parents/carers to ensure information is updated when circumstances change.

Collection Times

End of the School day: All children must be collected promptly at the designated dismissal time of 3.20pm.

After-School Activities: Children participating in extra-curricular activities must be collected promptly at the stated end time of the activity.

Late Collection Procedure

Initial Delay (First 10 Minutes):

- Where there is prior written permission for a child to walk home alone, they will be permitted to do so.
- A staff member will supervise the child(ren) on-site while awaiting collection.

- Parents/guardians will be contacted immediately to arrange pickup.

Extended Delay (10+ Minutes):

- If no contact has been made with a parent/guardian within 10 minutes of dismissal, the school will attempt to contact all emergency numbers listed.
- The child will remain in the designated waiting area under staff supervision until collected.

Prolonged Delay (25+ Minutes):

- If the child(ren) are registered with SmartKidz, they will be sent to after school club and the parent will be charged for a place by SmartKidz. It should not be assumed that a place is available as a regular arrangement and will only be considered a last resort.
- If parents/guardians have not been reached the school will ring Cambridgeshire Direct Contact Centre/allocated Social Worker/Emergency Duty team to discuss any concerns and ask advice. This will allow the Social Care Unit/Team to be aware of the possibility that they may need to make arrangements for the alternative care of the child(ren).

Where there is repeated late collection without reasonable explanation (of more than two occasions) parents/guardians will be invited to meet with senior leadership to discuss how school may be able to support parent/guardians to fulfil their responsibility to collect their child(ren) on time. Where it is felt the parent/ guardian are not engaging with the school to ensure children are collected promptly and safely, and this issue persists, the school will have a legal duty to report this to Social Services.

Fees for Late Collection

To cover the additional costs of supervision, a late collection fee of £5 per child will be charged for every 15-minute increment after the first 15 minutes. Fees will be added to the family's account and must be settled promptly.

Parental Responsibilities

- Parents/guardians are responsible for ensuring that arrangements are in place each day for their child(ren) to be collected from school on time.
- Parents/guardians should ensure all emergency contact information is current and accurate.
- Parents/guardians should work collaboratively with school to find solutions if there is ongoing reasons a safe and prompt collection from school cannot take place.

Exceptional Circumstances

The school understands that unforeseen emergencies may occur. In such cases, parents/guardians are urged to communicate with the school as soon as possible to inform staff of the delay and expected arrival time.

By adhering to this policy, we aim to foster a cooperative environment that prioritises the safety and security of our students. We appreciate your cooperation and understanding in ensuring timely student pickup.