

St Patrick's Catholic Primary School



Uncollected Children Policy

Date: December 2022

Review Date: December 2024

St Patrick's Primary School

Uncollected Children Policy

We strive for excellence within a caring and diverse community, nurturing the Catholic faith, respecting each other, living, working and growing together as part of God's family.

St Patrick's school endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

Up to 15 minutes late

- When the parent or carer arrives, they will be reminded that they must call the Nursery to notify us if they are delayed
- The parent or carer will be informed that penalty fees will have to be charged (unless the school believes the delay was due to exceptional circumstances)

Over 15 minutes late

- If a parent or carer is more than 15 minutes late in collecting their child, the school will try to contact them using the contact details on file
- If there is no response from the parent or carer, messages will be left requesting that they contact the Nursery immediately. The school will then contact the emergency contacts listed on the child's registration form
- While waiting to be collected, the child will be supervised by at least two members of staff
- When the parent or carer arrives they will be reminded that they must call the Nursery to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

Over 30 minutes late

- If the school business/services manager has been unable to contact the child's parents or carers after 30 minutes, they will contact the police.
- The child will remain in the care of two of the Nursery's staff, on the Nursery's premises if possible, until collected by the parent or carer, or until placed in the care of the police.

Managing persistent lateness

The school business/services manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Nursery.

Useful contacts

Police: 0208 509 3127 or 111

Out of hours: 02084963000(Social Care)