



Late Collection/ Early Drop Off Policy

Late Collection / Early Drop Off Policy
(This policy has been agreed with Children's Social Care)

Aims

- To minimise the possibility of late collection/early drop off of pupils
- To establish clear procedures in the event that a pupil is dropped off before the year group start time (as notified to parents/carers by the School) or is not collected at the end of the school day. (It is essential that parents/carers are asked to update or confirm emergency contact details half termly. Best practice suggests a minimum of 3 contact numbers where possible.)
- To follow up late collection/early drop off of pupils in order to minimise the possibility of it happening again.

Minimising the possibility of late collection / early drop off

We understand that there are occasions where delays in collecting children are unavoidable and staff within the school will always be flexible regarding this. We ask that parents/carers advise the school office of any difficulties/delay in order that we can support parents/carers and also reassure the child(ren).

The times of the school day are clearly communicated to parents/carers during Induction meetings, on newsletters, on the school web-site and other appropriate forms of communication. Nursery times vary depending on sessions attended.

Parents/carers are also informed of the importance of notifying the school if there are any changes to their collection/drop off arrangements, or if they are going to be late and the possible implications. It is equally important that the relevant staff are informed that a parent/carer has notified the school of late collection/early drop off and arrangements made for the care of the pupil.

If the school changes the collection time/registration time it will notify this clearly to parents/carers and in advance through the appropriate means of communication. Pupils are also to be reminded about this by their teacher.

Support for parents/carers

The School operates staggered start and finish times for different year groups. We understand that these different times can present difficulties for those parents/carers who have more than one child at the School.

The School therefore offers the facility that you can drop off and collect your children at the same time. For example:

If you have a child in Reception they need to be in school by 8:30am but your other child may be in Year 2 and not due to arrive until 9am. Your child in Reception will finish at 2:30pm but your child in Year 2 will not finish until 3pm.

You can drop off both children at 8:30am, your child in Reception will go to class and your child in Year 2 will go to the Hall and be supervised by school staff and take to class at the appropriate time.

You can collect both of your children at 3pm. You collect your Year 2 child from the class collection point and then collect your child in Reception from the School Hall.

Breakfast Club / After School Club

If you wish to drop your child(ren) off at school between 8am – 8:30am, the School offers a fee paying Breakfast Club.

If you need to collect your child(ren) after 3pm but before 3:45pm, the School offers a fee paying After School Club.

Details of these clubs are available from the School Office.

Suitable person / Identification of Individuals

It is essential that parents/carers nominate a responsible person to pick up/drop off their child if they are unable to do so themselves. Parents/carers must also inform school of any changes to the usual arrangements of collecting children, **if school are not informed they will not release the child to go home**. In cases, where somebody not usually nominated to collect the child comes to school, a password must be given by both the parent/carer and the person collecting the child.

It would not be deemed appropriate for another school aged child to have this responsibility. For children up to Year 5, the school will only release the child to a nominated person aged over 16 years of age. In EYFS lists are kept for nominated adults who are able to collect the child. If the name is not on the list the school will not release the child to that person unless a previously agreed password is given.

Children in Year 6 are able to walk home independently, if parents/carers give prior permission. In cases, where that permission has not been given the same procedures will be in place as is the case for the younger children. **Y6 pupils who attend After School Clubs between November and February, must be collected by a nominated adult, aged over 16 years of age.**

If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, a member of the school's Senior Leadership Team must be contacted. The member of the Senior Leadership Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child, they will take appropriate action. This could include contacting another person named on the emergency contact list or suitable member of the family to collect the child. If another emergency contact or family member is not available, then Children's Social Care or the Police may need to be contacted.

Relationship breakdown of parents / carers

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents/carers breaking down. Unless there is a court order, of which the school must have a copy, or there are any identified child protection issues preventing parent/carer contact with a child, we are unable to deny access. If a parent/carer is not allowed access to their child, the class teacher, Phase Assistant Head Teacher, Deputy Head Teacher and Head Teacher will be informed. There will also be a record of this information on SIMS.

Procedure to be followed if a pupil is dropped off early or not collected

If a pupil is dropped off early or not collected at the end of the school day or after attending an after school club (eg PE club), it is important to establish with the pupil what their understanding of the arrangement was and try to contact anyone on the child's emergency contact list if parents/carers are unavailable.

The teacher or appropriate member of staff must:

1. Check the pupil's class dojo.
2. Check whether they are usually in an after school activity that night and have just forgotten to attend. (where applicable).
3. Check with office staff to see whether a phone call or note has been received.
4. Check in the register for a note.
5. Continue calling the parent/carer (or ask office staff to do so). Contact numbers are kept in the office. Please ensure that the office staff are aware that you are trying to contact a parent/carer.
6. If an answer phone is available, please leave a short message to say the day and time, that you are ringing, that you still have X (child's name) with you and they must contact the school immediately to say when the pupil is to be collected.

8. In the case of late collection, if a parent/carer has not made contact or arrived by 3.45pm, or 10 minutes after the end of an after school club/activity, a further phone call should be made. If there continues to be no answer, if there is a member of school staff available, a home visit will be made. However, if there is no contact made, or no one is available to make a home visit, a phone message will be left to inform the parents/carers that a call will be made to the Police and also a referral will be made to Multi-Agency Safeguarding Hub (MASH) if no call is received within 10 minutes.
9. If the child is not collected and no contact is made by 4.00pm or 20 minutes after the end of an after school club, a referral will be made to the MASH on 0121 569 3100.
10. The school will then follow the guidance from Children's Social Care and/or Police.
11. Early drop off children should be brought in to school to ensure their safety and points 1, 3, 5 and 6 followed.

Late Collection/Early Drop off Charges

Late Collection

We understand that there are occasions where delays in collecting children are unavoidable and staff within the school will always be flexible regarding this.

However, if parents/carers regularly do not collect their child from school on time a late collection charge may be made. A parent/carer is considered to be late if they do not collect their child 10 minutes after their child's year group finish time.

Early Drop Off

No child in Year 5 and below should be left in the morning unsupervised and a pupil in Year 6 should not arrive at school more than 10 minutes before their start time (unless as above they have a sibling and are being dropped in the School Hall).

If a child is found to be regularly unsupervised in the morning, parents/carers may be charged an early drop off fee and safeguarding procedures may be followed.

Charges

As previously stated, in the first instance the School will aim to understand the circumstances for early drop off/late collection. This policy aims to address persistent issues. Staff will use their discretion as to when these charges are implemented and parents/carers will be notified of the charge in writing.

The charge is £5.00 for every five minutes that parents/carers are late collecting their children or have dropped off early.

Follow-up

If a pupil is dropped off early or picked up late staff will record this in the pupil record or other appropriate places, detailing the reasons for the late pick-up.

Once the situation has been resolved, it is important to establish how and why the circumstance arose and to ascertain what the parent/carer must do to avoid a recurrence of this situation.

It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents. Parents/carers must also be informed if a referral has been made to Children's Services.

Parents/carers will also receive a letter notifying of the policy and applicable charges.

Useful contact numbers

Multi-Agency Safeguarding Hub (MASH) - 0121 569 3100

West Midlands Police Communications Centre - 0845 113 500