

Late Collection Policy

Policy Aim:

To enable staff to carry out essential work after school by ensuring timely collection of children. This work includes marking, lesson preparation, meetings, and training.

There is a late collection charge for children who are not collected from school on time.

If you are late collecting your child on 3 occasions within the same half term, you will be contacted by a Pastoral Support staff member and may be required to attend a meeting in school.

Please note that the Safeguarding Officer is also notified of all repeated occurrences of late collection from school, an enrichment club, or the after-school club.

Exceptional Circumstances:

Please note that at the headteacher's discretion, this policy may be waived for exceptional circumstances. Please contact the school office for further guidance.

How the policy is applied:

Part time nursery children (mornings only)

- 3year old (3YO) children with a part-time, morning only place in the nursery finish at 12:00pm,
- 2year old (2YO) children (Newington Green only) finish at 11:45pm.
- Children who have not been collected by 12:10 (or 11:55 for 2YO) will be taken to the school reception where the receptionist will register them.
- A late fee of £10 will be charged to parents, for children who are still in school between 12:15pm – 12:30pm (12:00-12:15 for 2YO).

School Day finishes at 3.30pm.

- Teachers will remain in the playground until 3.40pm. Children who are not collected by 3.40pm will be taken to the main reception where the office will register them.
- Parents will be called to advise them that their child must be collected, and they may be charged a late collection fee.

- a late collection fee of £3 will be applied for children who are not collected by 4pm. Children will then be transferred to After school club and a further charge of £15.75 will be incurred for the full cost of attending After school club.

Enrichment clubs finish at 4.30pm

Children not collected at 4.30pm will be taken to the After School Club and a charge of £10.50 will be incurred for the cost of the After School Club session.

After School Club finishes at 6.30pm

- Children not collected by 6.30pm parents will incur a late collection fee of £10 for the first 10 minutes and £1 for each additional minute thereafter.
- If a child has not been collected by 7pm, Children's Social Care will be contacted, in line with the school's safeguarding procedures.

Payment / Collection of Charges

A letter will be issued explaining the charges applied. This will be allocated to the pupil's Arbor account and payment must be made through Arbor.

Booking After School Club

The Federation is committed to supporting working families. If you wish to use the After School club because of work commitments, please book your session through Arbor.

If you would like support or advise, please contact the school:

Newington Green:

admin@newingtongreen.co.uk or finance@newingtongreen.co.uk

Rotherfield Primary:

admin@rotherfieldprimary.co.uk or finance@rotherfieldprimary.co.uk

Late Collection Fees	
Time	Action/Charge
Nursery AM (finishes 12:00)	
12:00 – 12:10	Wait in nursery for collection
12:10 – 12:15	Wait in Reception area for collection
12:15 - 12:30	£10.00 late collection fee
12:30 onwards	Additional charge for lunch provision
End of School (15:30)	
15:30 – 15:40	In playground with class teacher
15:40-15:45	Wait in Reception area for collection
15:45 -16:00	£3 Late collection fee
16:00	Child transferred to After school club. Full charge for After school club applied [£15.75]
18:30 onwards	After School Club procedures apply.
After School Club (18:30)	
18:30	Wait in After School Club
18:30 onwards	£10.00 first 10 minutes, then £1 per minute
19:00	Social Care contacted
Enrichment Clubs (16:30)	
16:30	Wait with Enrichment Club for collection
16:35 onwards	Child transferred to After school club Full charge for After School Club applied [£10.50]
18:30	After School Club procedures apply.