**Late Collection Policy**

Over recent school years there has been an increasing trend for unannounced or unplanned late collection of children from school without good reason.

We believe that unplanned and/or unannounced late collection can be stressful for the child and is an unreasonable burden on staff who could be deployed elsewhere

As a school we recognise there may be sometimes when unavoidable late collection of children takes place. In these situations we have a first late collection plan involving our staff team and the current nurture room. Later collections (post 4.00pm) require a further plan based on staff availability.

In order to raise the profile and importance of collecting children on time the school has devised a late collection protocol and charging framework as set out below:

**Late collection between 3.20pm and 3.40pm** – parent has contacted school, has a reasonable context for the late collection and is usually on time – no planned charge. Later than 3.40pm waived based on context or escalated as below.

**Late collection between 3.20pm and 3.40pm** – parent has not contacted school, no reasonable or plausible context and/or parent is often late - £7.50 charge.

**Late collection post 3.40pm and up to 4.20pm** - parent has not contacted school, no reasonable or plausible context and/or parent is often late - £15.00 charge.

**Collection post 4.20pm a further £15 charge (maximum capped at £30.00)**