

LUDLOW JUNIOR SCHOOL

Executive Head Teacher: Mr Simon Watkins

Business Manager
Mrs Debbie Rooke



Standards Team
Mrs Vanessa Chandler
Mrs Gillie Hotston
Mrs Emma Stevenson

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 3.25pm and 3.45pm – parent has contacted school, has a reasonable context for the late collection and is usually on time – no planned charge. Later than 3.45pm waived based on context or escalated as below.

Late collection between 3.25pm and 3.45pm – parent has not contacted school, no reasonable or plausible context and/or parent is often late - £7.50 charge.

Late collection post 3.45pm and up to 4.25pm - parent has not contacted school, no reasonable or plausible context and/or parent is often late - £15.00 charge.

Collection post 4.25pm a further £15 charge (maximum capped at £30.00)

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