Purley Partnership Federation

Purley Nursery School
Achieving and growing together

Christ Church Primary School
Nurturing lifelong learners with God's guidance

Late Collection of Children Policy
Written November2022, to be Reviewed by November 2025

At Christ Church school, there is a cost for the care of those children who are collected late. As a result there is a charge of £5 for this care if you collect more than 10 minutes after your child's allocated end of day collection time. This will increase by £5 for every additional half hour. If you do not have money with you we ask that you pay this the following day or we will arrange to deduct the money from your parent pay account.

At Purley Nursery School, there is a cost for the care of those children who are collected late. As a result there is a charge of £5 for this care if you collect more than 10 minutes after your child's allocated end of session collection time.

Arrangements in the event that your child/children are not collected from the Schools at the end of the day

The following procedures have been developed with the Local Authority to ensure the care and safety of your child.

What Parents should do to ensure the safety of their Child

- ☐ **It is important that you provide us with your current address and two telephone numbers where you or someone authorised by you can be reached in an emergency.**
- ☐ **If you are aware that you are going to be delayed please telephone to let us know.**
- ☐ **If you arrange for your child to be collected from school by another adult, you must advise us who that person is and for how long the arrangement will be in place.**

What the School will do to ensure the safety of your child

- ☐ **If you have not arrived at the close of the School to pick up your child, a member of staff will make every effort to contact you on the numbers provided.**

- ☐ **If you are just delayed then appropriate arrangements will be made to wait for you and you will be charged for the child care.**

- ☐ **If we are unable to locate you or another adult who could act on your behalf, by 6.30 pm, a member of staff will ring a duty Social Worker in the Social Services Department at Bernard Weatherill House on 020 8726 6400.**

- ☐ **Efforts will continue to be made to contact you, if you have not been contacted and you have not arrived by 7.30 pm, a member of staff will be asked to take your child to the place as arranged with the duty Social Services officer.**

- ☐ **In the event of this happening a message will be left for you to contact the Social Services department and you will be advised where your child is and how you can collect them.**

Clearly these events should be rare, but nonetheless they can be distressing for all concerned. We hope that such arrangements will not be necessary.