

HOLLINS GRUNDY PRIMARY SCHOOL

Happiness, Health and Respect for Confident, Creative Learners

Uncollected Child Policy

We expect children to be collected at the end of the school day: 3.30pm.

If this does not occur, we will presume that an emergency has arisen, causing delay and we will instigate our procedure for uncollected children unless parents contact school to inform us of delay.

Procedure

15 minutes late:

- Checks will be made to see if the child is booked into Owls Club that evening.
- Parents / carers contact information will be accessed and the parents / carers contacted concerning the collection of their child.
- Parents / carers will be reminded of the time of the end of the school day and will be asked for an explanation of their lateness for collecting their child.
- Parents / carers should be reminded that if they are delayed in getting to school for the end of day, that they should phone and inform school of the reasons for this and the approximate time they will arrive to collect their children.

30 Minutes late:

- The member of staff dealing with the incident should inform a senior manager of the lateness of the collection of the child.
- Parents / carers contact information will be accessed and they will be contacted.
- If no one is available, the next emergency contact number will be accessed and contacted.
- If there is no one available, Social Services Duty Team will be contacted and collection of the child requested.

Two members of school staff will be on site whilst the uncollected child remains in school. At all times children will remain on the school site until Social Services collect the child.

Foundation Stage children must be collected by an authorised person.

KS1 children must be collected by an adult or older sibling.

KS2 children may be collected by a suitable adult or may go home by themselves.