REINWOOD INFANT AND NURSERY SCHOOL
Collecting Children from School Policy
(Reviewed annually)

Written December 2024	
Reviewed November 2025	
Next Review December 2026	

Aims
At Reinwood I & N School our aim is to work with parents to ensure that children are collected from school promptly. We do this by:

- Providing parents/carers of our procedures e.g. end of school timings, what to do if they are unavoidably delayed
- Being a welcoming school, with a positive learning environment that provides security and safety for all. Ensuring that a child who is not collected, or collection is delayed feels reassured in order to cause as little distress as possible.
- Acting early to address patterns of late collection
- Supporting parents to perform their legal duty to ensure their children are collected promptly at the end of the school day.

The responsibilities of the school

Parents/carers of children staring the school are asked to provide specific information which is kept in our data file in the office and electronically.

- Home address and mobile telephone number of parents/carers
- Information about who has primary responsibility for the child
- Place of work, and telephone number (if applicable)
- Names and mobile telephone numbers of adults who are authorised by the parents/carers to collect their child from school i.e. grandparent/other relative, childminder, neighbour/friend
- Information about any person who has been denied legal access to the child (copy of court order is required)

If there are any changes to any of the above, we ask that the school office is notified immediately. Periodically we send out reminders to keep the information up to date. When there is a change to the end of day arrangements, we ask that parents inform either the class teacher or the school office as early as possible.

- Parents are given an information booklet when their child starts school and changes year group with the start and end times clearly stated. This information is also published on our school website
- Regular communication is sent to parents about both the beginning and the end of the school day in our newsletters and via messages.
- If an adult who is not named on the child's information comes to collect them, the school will, as a matter of safeguarding, need to contact the parent/carer to confirm whether they do have permission to collect the child
- We inform parents of the procedures for when their child is not collected at the end of the day (see below)

Procedures for children not collected at the end of the school day

In the event that a parent/carer is running late or has made alternative collection arrangements that haven't been passed on earlier in the day, they should ring the school to advise us of those changes so that both the teacher and the child are aware. If possible, this should be before the end of the school day.

If it appears that there have been no alternative arrangements made for collection of a child by parent/carer, the school staff will take the following steps:

- Check club registers to see if they should be attending an after-school club (within school) – take them to the club if this is the case
- Look at out of school after-school club providers registers to see if they are attended one of these – if so, call the after-school club to say that they haven't collected the child
- Emails / telephone messages are checked to see if there are any changes to the end of day arrangements
- Parents/carers are contact by mobile or work number
- If this is unsuccessful other authorised adults are contacted
- In the meantime, the child will wait in the office under adult supervision, who will reassure them
- Names of the children will be recorded so that late collection can be tracked
- At 3.30pm will be registered into the After School Provision (Fully Supervised)

Legislation and Guidance
Charges for late collection of children

Under Section 457 of the Education Act 1996 and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time, after the close of the school day or after school club.

The governing body accepts that it is the responsibility of school to ensure parents and carers are notified of the timings of the day or after school activity and also when these times are varied for a specific event or date.

The governing body has decided that, except in emergency situations, where children are not collected from the school within ten minutes after the school day or after school activity ending, then a charge will be made to the child's parent or carer. The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent/carer where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

The Charging Arrangements

- On the first late collection, a verbal reminder of collection times will be given to the parent/carer and a late collection slip given. (Appendix 1)

Year group	Session	End of school	Session	End of school
Nursery	AM Session	11.30am	Full time/PM Sessions	3.30pm
Reception				3.20pm
Year 1				3.15pm
Year 2				3.20pm

- After several occasions of late collection, without reasonable excuse, the parent/carer

will be sent a letter reminding them to collect their child promptly at the end of the school day and explaining that there will be a charge for future occasions. (Appendix 2)

- If the late collection continues after the letter has been sent, without a reasonable excuse, an invoice will be issued as follows:
  - The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection.

Scenario 1
A child is not collected by 3.30pm and joins the After School Provision (3.30pm-4.30pm). A charge of £5.00 will be made by the school

Scenario 2
A child is not collected by 3.30pm and joins the After School Provision (3.30pm-5.30pm). A charge of £10.00 will be made by the school (for the full session) for any collection time after 4.30pm

Scenario 3
A child who has attended an after-school activity (3.20pm-4.20/30pm) and not collected by 4.30pm/4.40pm will then join the After School Provision. A charge of £5.00 will be made by the school.

Scenario 4
A child who attends Morning Nursery and isn't collected at (11.30pm) will be taken to the school office after waiting 10 minutes in Nursery. If the child is collected within an hour a charge of £5.00 will be made by the school. If longer than an hour a charge of £10.00 will be made by the school.

If the child has not been collected after 1 hour of being taken to the school office / joining the After School Provision and no contact has been made or arrangements agreed, we will follow our procedures for uncollected children.

Please note this does not become a regular After School Club booking.

Procedures for Non-Collected Children

Late Collected Children

The names of all late collected children will be recorded, and this information will be passed onto the Attendance Manager (DHT) and may also be passed on to the schools Attendance and Pupil Support Officer (APSO) for further investigation.

After School Activities

If children are not collected, the procedures for late collection will apply.

Uncollected Children

Under no circumstances are the staff to look for the parent, nor do they take the child home with them.

School staff will follow the procedures stated previously. If contact with Parents/carers or other designated adults cannot be made or where a parent refuses to collect their child/ren, the school will contact children's services and treat the matter as a safeguarding concern.

Persistent Late Collection
Persistent lateness might indicate that a parent is struggling to meet their child's needs. If a family is persistently late in collecting a child, then the Attendance Manager (DHT) and or the Headteacher will contact parents or carers outlining their concerns. This will be recorded as a safeguarding concern using the school's safeguarding procedures. The Attendance Manager (DHT) and/or the HT will consider taking further action that may include a referral to other services.

Older Siblings Collecting Children

It is the parent/carer's responsibility to ensure that their child is collected by a responsible person. Therefore parents/carers must understand and be prepared to take responsibility for anything that may go wrong in their absence. They are also responsible for the care and safety of their eldest child, even while that child is acting in a caring role for younger sibling/s.

Factors that parents and carers should take into account include when asking older siblings to collect from school:

- the maturity of all the children involved
- the length and nature of the journey home
- the behaviour of all the children involved
- the relationship between the children collecting or being collected.

As a school we allow children to be collected by older siblings aged 16 or above (Nursery) and aged 14 and above (School) if we have this in writing/email from a parent.

Collecting a Child Early for a Medical Appointment

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. We will require proof of the appointment; this can include a screenshot of the appointment letters or reminders.

Parents can notify school by calling into the office, telephone call or email.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Special Arrangements

If a parent/carer are unable to collect their child in accordance with this policy, they are required to attend a face-to-face meeting with the Attendance Manager (DHT) and/or HT. The purpose of this meeting will be to explore their individual needs and alternative arrangements.

The school will review each case on an individual basis and ensure any alternative arrangements are assessed in line with the suitability for the child and their safety. A special arrangement letter will be written by the school and signed by school and the parent/carer. All meetings and plans will be recorded on CPOMS. Any child with an individual plan will be identified to key staff. (Appendix 3)

Appendix 1

Late Collection Slip

Name of child/ren	Class
Date	
Minutes of delayed collection after session ended	
Reason for late collection	

Appendix 2

Reinwood Infant & Nursery School
Burfitts Road, Oakes
Huddersfield
HD3 4YL
Tel: 01484 651103

Email:office@reinwoodinfants.org
www.reinwoodinfantschool.co.uk

Headteacher: Mrs Michelle Symonds
Deputy Head: Mrs Nicky Conquest

Date

Dear Parents and carers,

We are writing to you because there have been several occasions where your child has been picked up late from school. As you know, our nursery session / school day ends at 11.30am/3.15pm/3.20pm/3.30pm (delete as appropriate).

We understand that occasional delays may happen. Traffic gets backed up or meetings run late – things happen! However, regular late pickups are disruptive for your child and for our school and may be noted as a safeguarding concern.

We are asking for your co-operation with picking your child up on time and going forward we ask that you arrive slightly before collection time to ensure a prompt collection at the end of the session/ school day. (delete as appropriate).

Should an unavoidable delay arise, please contact the school office immediately so we can reassure your child and make the necessary supervision arrangements.

Going forward, if your child is however left at school without an explanation, we will follow procedures in our Collecting Children Late Policy and as agreed by the governing body we will invoice you for your child being supervised in school, which will be added to your ParentPay account.

Thank you for your understanding and continued partnership. If you have any questions, or need help problem-solving around pickup, please don't hesitate to reach out and speak to us.

Mrs Michelle Symonds and Mrs Nicky Conquest
Head Teacher Deputy Headteacher

Appendix 3

LATE COLLECTION AGREEMENT

Childs Name:	
Date of Birth:	
Meeting Date and Location:	
Year Group:	
Name of Parent / Carer	
School Representative:	

RATIONALE FOR COMPLETING THIS AGREEMENT: (Consultation with parents) Why is the parent requesting a late collection? *Thoughts, wishes feelings on what they want to achieve*

ACTIONS AGREED
ANY SUPPORT FROM OTHER AGENCIES NEEDED?

Signed …… (Parent/carer) Date: ……

Signed …… (Parent/carer) Date: ……

Signed on behalf of the school: ……

Name …… Date: ……