

Late Collection of Child at St Joseph & St Bede Primary School

- Parents should arrive promptly at or before the time for their child's staggered class. If a parent/carer is unable to collect their child/children they must make alternative arrangements for the collection and inform the school as soon as practically possible.
- It is important that children are collected on time to ensure they feel safe and secure it is for this reason that your child will be taken to the main office to check if there has been a phone call.

Late Collection:

- Late collection occurs when a parent/carer arrives after 3:30 p.m. (this gives ample time to collect from any entrance) – children will be taken to the main entrance.
- We understand that there may be rare occasions when, perhaps due to an emergency, parents/carers are not able to collect their children promptly from school, or make arrangements for their collection, at the end of the school day.
- As a parent it is your responsibility to ensure that your child is collected at the end of the school day. Please ensure that school have up to date telephone numbers to contact you on and two other emergency numbers.
- 1st Occasion - If there is an incident of late collection this information sheet will be issued reminding you of your parental duties and responsibility to collect your child on time.
- 2nd occasion - If there is a second incident then a member of the pastoral team will be contacting you by telephone to discuss this matter and a late fee of Beadies hourly ad-hoc rate will be applied £5 per hour.
- 3rd occasion - If there is a third incident then an appointment will be made with yourself to discuss this matter with Tracey Beswick – Family support worker/attendance manager and Mrs. Myerscough – Headteacher.
- **Please note after 30 minutes the Person in Charge may need to take the decision to contact Social Services to alert them to the problem.**

Beadies late collection:

If you are late collecting your child from Beadies after school care the following procedures will be followed.

1. 1st occasion – A reminder will be given by Beadies staff - No charge
2. 2nd occasion – Late fee applied £10
3. 3rd occasion Late fee applied £10
4. 4th occasion Late fee applied £10
5. 5th occasion Suspension of place for two weeks.
6. If there is a 6th and further late after a suspension, on late fee will be applied of £10 before further suspension
7. 7th occasion Suspension for two weeks
8. 8th occasion Late fee of £10
9. 9th occasion Cancellation of place permanently.

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