

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/carers 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. Your child will be brought to the main office and if no contact has been made to school, the office will make a telephone call to the emergency contacts provided in order of priority.

Late Collection from school:

- Late collection occurs when a parent/carers arrives after 3:30p.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/carers, 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 and if your child has been brought to Beadies after school care, a £5 charge will be applied per child.
- 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 £10 will be applied per child.
- 3rd occasion - If there is a third incident then an appointment will be made with yourself to discuss this matter with Tracey Beswick – Parent support advisor and Mrs. Myerscough- Headteacher and a late fee of £10 will be applied per child.
- **Please note, after 30 minutes we may need to take the decision to contact Social Services to alert them to the circumstances of a late collection if there is a cause for concern.**

Late collection from Beadies:

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

1st occasion - A reminder will be given by Beadies staff - No charge

2nd occasion - Late fee applied £10

3rd occasion - Suspension of place for **one** week.

4th occasion - Late fee applied of £10 and a suspension for **two** weeks.

5th occasion - Cancellation of place permanently.

Issued

Date: _____

Time of collection: _____

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