

Brandhall Primary School



Late Collection / Early Drop Off Policy

Last Reviewed: September 2021

Next Review: September 2024

BRANDHALL PRIMARY SCHOOL

Late Collection / Early Drop Off Policy

Late Collection /Early Drop Off Policy (this policy is in line with Sandwell Children's Trust Guidance)

Aims

- To minimise the possibility of late collection or early drop off
- To establish clear procedures in the event that a pupil is dropped off before 8.30am or is not collected at the end of the school day. (It is essential that parents keep the school office updated with correct emergency contact details)
- To follow up the early drop off / non-collection to minimise the possibility of it happening again.

Minimising the possibility of late collection / early drop off

The times of the school day are clearly communicated to parents in the Parents' Welcome Leaflet or other appropriate means of communication. For reference the times are as follows; 08:55 am (children encouraged to be in at 8.45am) till 15:15 pm. Nursery times vary depending on sessions attended. Parents are also informed of the importance of notifying the school if there are any changes to their collection / drop off arrangements or if they are going to be late and the possible implications. It is equally important that the relevant staff are informed that a parent has notified the school of late collection/early drop off and arrangements made for the care of the pupil.

If the school changes the collection time / registration time it will notify this clearly to parents and in advance through the appropriate means of communication. Pupils are also to be reminded about this by their teacher.

Suitable person/Identification of individuals

It is essential that parents nominate a responsible person to pick up / drop off their child if they are unable to do so themselves. It would not be deemed appropriate for a primary school aged child to have this responsibility and it would be a judgement call based on the age and maturity of any other young person under the age of 18 (i.e. when a person becomes an adult).

If staff feel that the person collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, a member of the school Senior Management Team must be contacted.

The member of the Senior Management Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the

child they will take appropriate action. This could include contacting another person named on the emergency contact list or suitable member of the family to collect the child. If another emergency contact or family member is not available then Sandwell Children's Trust or the Police may need to be contacted.

Relationship breakdown of Parents/Carers

The school has a clearly defined procedure, which is followed in the event of the relationship breakdown between the parents/guardians. Unless there is a court order, of which the school must have a copy, or there are any identified child protection issues preventing one parent's contact with a child we are unable to deny access.

Procedure to follow if a pupil is not collected or dropped off early

If a pupil is not collected/dropped off early on a school day or after attending afterschool clubs, it is important to establish with the pupil what their understanding of the arrangement was and try to contact anyone on the child's emergency contact list if the parents are unavailable.

The teacher or appropriate member of staff to:

1. Check the pupil's Planner
2. Check whether they are usually in an after school activity that night and just forgotten to attend (where applicable)
3. Check with the office staff to see whether a phone call has been received
4. Check on the register for a note
5. Continue calling parent (or ask office staff to do so). Contact numbers are kept in the office. Please ensure that the office staff are aware that you are trying to contact the parent.
6. If an answer phone is used, please leave a short message to include; date and time, reason why you are ringing, that you still have (child's name) with you and they must contact the school immediately to inform us ETA.
7. If a parent has not made contact or arrived by 15:25 pm or 10 minutes after the end of an after school activity club or Nursery session, a further phone call should be made and where available, a message left to inform the parents that a referral is being made to Sandwell Children's Trust service if no call is received within 10 minutes.
8. If the child is not collected and no contact is made by 15.45pm or 20 minutes after the end of an after school club, a referral is to be made to the Sandwell Children's Trust 0121 569 3100
9. Early drop off children should be brought in to school to ensure their safety and points 1, 3 5 and 6 followed.

Follow-up

If a pupil is picked up late or dropped off early, please record this in the pupil record or other appropriate place, giving reasons for this

Once the situation has been resolved it is important to establish how and why the circumstance arose and to ascertain what the parent must do to avoid a recurrence of this situation.

It will also be necessary to review the procedures used to ensure that they worked smoothly and if necessary to amend for future incidents.

A letter notifying parents of the policy and any applicable charges is to be sent.

Late Collection / Early Drop off Charges

We understand that there are occasions where delays in collecting children are unavoidable and staff within the school will always be flexible regarding this, however, where parents have been late collecting children on more than one occasion, or regularly and knowingly drop children off too early, a late collection / early drop off charge will be administered between 8am – 8.30am and from 15:25pm onwards, or 10 minutes after the end of the Nursery session. This charge is £5.00 for every five minutes that parents are late collecting their children or have dropped off early. Staff will use their discretion as to when these charges are implemented and parents will be notified of the charge in writing.