

COLLECTION OF PUPIL POLICY

Collection other than by parents

- Children can only be collected by anyone who is 16years and above. If parents or carers would like friends, neighbours or relatives to collect their child/ren, they must telephone the school to let us know who will be collecting.
- If a brother or sister who is younger than 16years of age is to collect, they must give written instruction to the school.

Late collection of a child from School

- If a child is not collected at the end of the school day and the parents have not called to school to say they will be late, the child should be brought into the office and handed over to the headteacher.
- The school office will endeavour to contact the child's parents or emergency contacts.
- If this is not possible, the police should be contacted as this may be classed as "abandonment".

Regular Late collection of a child from School

- If a child is not collected at the end of the school day and the parents has not called to school to say they will be late, the child should be brought into the office and handed over to the Headteacher.
- The school office will endeavour to contact the child's parents or emergency contacts.
- After 3:30pm, we will log the details of the child to enable us to monitor the frequency of late collections. (see appendix 1)
- The headteacher will speak to the parents about late collection and its impact on the child and school and seek to explain parent's responsibilities with regards to collection.
- This situation will be monitored. If the situation doesn't improve, the school's allocated AWA will be informed.
- The AWA will speak to family about the situation and try to bring a resolution.

Home-alone children

Should an older child who goes home alone not arrive at home at the expected time and the school has been informed, the school will support the parents in locating the child by:

- Calling known friends to check.
- Searching the school building and immediate surroundings.

Late Collection Log

Appendix 1

Date	Name	Class	Reason for late collection	Time of collection