



Stapeley Broad Lane CE Primary School

Uncollected Children Policy

September 2018
Updated June 2023

Stapeley Broad Lane CE Primary School expects parents/carers to collect their children on time at the end of the school day. Unfortunately, there are rare occasions when circumstances mean that this is not possible – a phone call to school helps everyone understand the situation and helps to reassure young children.

However, there have been increasing occasions when children are not collected on time and, despite school's best efforts to contact parents, children are left in school beyond normal home time. If a child is not collected, and the parent/carer has **not** notified us that they will be delayed, we will therefore have to introduce the procedure set out below:

Up to 15 minutes late

- Children will be supervised by school staff and should be collected from the school office.
- When the parent/carer arrives, they will be reminded that they must call the school to notify us if they are delayed.
- The parent/carer will be informed that should the child be collected late on a further occasion without notification, the child will be supervised in the after-school club and parents will be charged accordingly.

Over 15 minutes late

- If a parent/carer is more than 15 minutes late in collecting their child, the child will be supervised in the after-school club and parents will be charged accordingly.

Over 60 minutes late

- If the school has been unable to contact the child's parents/carers after 60 minutes, the headteacher/deputy headteacher will contact Cheshire East's Social Care team or the police for advice.
- The child will remain in the care of the after-school club staff until collected by the parent/carer, or until placed in the care of the Social Care team or police.

Managing persistent lateness

The school will record incidents of late collection and will discuss them with the child's parents/carers. Parents and carers will be reminded that if they persistently collect their child late their child will be supervised in the after-school club from the end of the school day.