

THE ROCHE SCHOOL
Late Collection Policy

This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Information Sharing Category	Public Domain
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Authorised by (if required)	SLT Team
Review/Update Date	October 2026
Responsible Area	Jonny Gilbert

Relevant Policies

This policy should be read alongside the following:

- EYFS Pupil Supervision Policy
- Supervision Policy
- **Safeguarding and Child Protection Policy**
- Child Missing in Education & Attendance Policy
- Answering the Door and Collection of Children Policy

Aim

- To minimise the possibility of late collection
- To establish clear procedures in the event that a child is not collected at the end of the school day
- To follow up the non-collection to minimise the possibility of it happening again

Procedures to be followed in the event of late collection

- Parents are expected to collect their children by the end of the school day – Reception: 3.15pm; Year 1: 3.25pm; Year 2: 3.40pm; Year 3: 3.50pm; Year 4: 4.00pm; Year 5 & Year 6: 4.15pm – or before 4.30pm from our extended day facility, late class.
- Alternatively, parents should collect their children after the co-curricular clubs have finished at 5.30pm or at the agreed pick up time for the extended day facilities.

The Roche School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

- If parents are unable to collect their children by the end of the school day, they should telephone the School Office to advise the school of the change in circumstances.
- If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers.
- If there is no answer, the School Office (if it is before 5.30pm), a member of SLT on duty or the Headteacher, will begin to call the emergency numbers for the child.
- All children not collected at the agreed time will attend the extended day facility 'Late Class' which runs until 4.30pm.
- If no contact is made within the school regarding late collection by 5.30pm, the DSL will be notified and will take over the handling of the matter. If no contact is made within the school regarding late collection by 6.30pm, Social Services out of hours' emergency team will be contacted.
- We will make a full written report of the incident and continue to care for the child until the situation is resolved.
- The Headteacher will make contact with the parents/carers to investigate the reasons for the late collection and try to ensure it is not repeated.

We undertake to look after the child safely throughout the time that he or she remains under our care.