



Late Collection Policy

Oasis Academy Shirley Park Primary Phase

February 2022

POLICY AIM

To ensure that all children are collected safely and on time.

To enable staff to attend training, meetings and carry out essential marking and lesson preparation after school by ensuring timely collection of children.

PROCEDURES

We impose a late collection charge for children who are not collected from school on time.

Parents who wish to use Holiplay After School club because of work commitments need to contact book a space via the Holiplay website <https://holiplay.co.uk/its-the-place-kids-love-to-play/>. This is available for children in Reception upwards.

Holiplay do not take children on an ad hoc daily basis; any children not collected on time will stay in school. Holiplay will only take children whose parents have contacted them in advance.

If your child is not collected on time, and you have contacted the office with a valid and exceptional reason*, we will keep your child until you can arrive or arrange for collection. This is usually a one-off situation.

If your child is not collected on time, and you have not contacted the office your class teacher will try to make contact with all contacts on your child's account. It is very important that you ensure we have the up-to-date information, so we can make contact quickly. If your child is not collected by the times indicated below, the school will charge £10 per 20 minutes, or part thereof, that your child is in school.

Children should be collected at these times:

Nursery 11:30 / 14:30 / 15:30, depending on your child's hours

Rec to Year 6 15:20

- Fines will be added to your ParentPay account for you to clear. You will not be allowed access to enrichment activities unless your Parent Pay account is regularly in credit. If any debits are not cleared in a timely fashion, the school will take court action to recover our funds.

The school will keep records of which children are collected late and who has been fined. Please note the Safeguarding Officer is notified of all repeated occurrences of late collection. At 5pm on any given day, or for any persistent late collection, school will make an urgent referral to social care. Either circumstance constitutes neglect.

* It is up to the school's discretion to decide what is and what is not valid on a case-by-case basis. For example, being late due to traffic once is exceptional. Being late due to traffic 3 times in the same week is not, and implies you need to make different arrangements for your child's collection.

Review Date: September 2023

Reviewer: Joanne Botley