



Prior Weston Primary School and Children's Centre Late Collection Policy School

Late Collection Policy School		
	Name	Date
Head Teacher	Fiona MacCorquodale	June 2026
Governing Body		
Next review date	July 2027	
Reviewed by	Nicola Cafferkey and Daniel Burke	

Policy Aim

This policy is designed to ensure that all children are collected promptly at the end of the school day.

Timely collection is essential for both the wellbeing of pupils and the effective operation of the school. Children who are not collected on time may experience increasing levels of anxiety and distress due to uncertainty about their parent or carer's whereabouts, which can negatively affect their emotional wellbeing.

In addition, late collection places a significant responsibility on the school, as staff must remain on site to supervise the child. This creates additional staffing demands and associated costs, which can impact the wider provision of school resources.

The late collection policy will operate to the following timetable from the end of the school day:

- Children are collected from 3.20-3.30pm with year 6 at 3.30 pm
- Teachers remain in their classrooms until 3.30 pm the bell is rung and at 3.30 pm children will start to be taken to the office for collection. All children should be collected by 3.35pm at the latest, this is because at 3.45 pm teacher training sessions and meetings begin

Late collection policy applies from 3.45pm

The procedure for when a child is not collected:

- On the first occasion, a record will be kept and the office will call the parent/carer, if no contact is made the child will stay with a member of SLT until collection.
- On the second occasion, the parent/carer will be asked to meet with a senior member of staff and a record will be kept.
- On the third occasion, the parent/carer will be asked to meet with the Deputy or Headteacher and will receive a letter and the parent/carer will be charged £1 per 5 minutes, per child. For example, if you pick up your child at 4.00 pm, you are 15 minutes late and this will cost you £3.00. After the first half hour we will charge £12 per hour per child. The office clock will be used to determine the cost. **(There will also be a charge if parents' phone the school to say they are running late but children are still not collected by 3.45 pm.)**



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After School Clubs:

- All after school clubs finish by either 4.30pm or 5pm. Children must be collected by the agreed time stated on the club booking.
- On the first occasion when a child is not collected on time, the parent/carer will be reminded about the club's finishing time.
- On the second occasion when a child is not collected at the agreed time, the parent/carers will be informed that their child will no longer be able to participate in the club.
- Late collections for clubs will be reviewed termly.
- The office clock will be used to determine the time.

Night Owls:

- Night Owls will finish at 6pm.
- Children must be collected promptly from Night Owls before 6pm. Should a child be collected after 6pm, parents/carers will be liable for a late collection fee of £15 for every subsequent 15 minutes late.
- Persistent lateness may result in Extended Day services being withdrawn.
- Late collections for clubs will be reviewed termly.
- The office clock will be used to determine the time.