

## LATE COLLECTION POLICY

This policy will be in affect from November 2018 and reviewed in January 2019

### POLICY AIMS

- To ensure that children remain adequately supervised
- To allow staff to make use of designated preparation and planning time

Late collection causes undue stress to children, potential risk in case of emergency and additional staffing costs. TradeWinds Academy has a duty of care to ensure that children are collected at the agreed time.

We appreciate that sometimes there may be circumstances beyond your control affecting the prompt collection of your child. If you know you are going to be late collecting the child in our care, please call at the earliest opportunity and discuss with the administrator/head teacher the arrangements for the collection.

### EARLY YEARS PROCEDURE

Pick-up for children in Early Years (Playgroup, Kindergarten and Reception) is at 1pm, however parents are welcome in the Early Year's playground from 12:45pm.

All parents/carers will be given a five-minute grace period on late collection of their child. If your child has still not been collected 5 minutes after the session has ended (1.05pm), then a record will be kept.

If late collection occurs 3 times within a half-term, or a child remains uncollected 30+ minutes after pick-up on any occasion, parents will be issued with a written warning. Any subsequent late collection in a half-term will result in a charge of 1000KSh for every 15minute interval that your child remains uncollected.

#### **If your child(ren) remains uncollected 30 minutes over the set time:**

The administrator or head teacher will call the emergency contact on your child's registration form. Please note this will only happen if we have been unable to contact you, or you have not contacted the school. You will be issued with a letter informing you that a further late collection will incur a charge.

12:45	Gate is open to Early Years parents
1:00	Pick-up time
1:05	Children will be taken to the administrator's office. Parents will be contacted. A record will be kept.
1:15	1000Ksh charge for families who have received written warnings.
1:30	Emergency contact will be called. A further 1000Ksh charge will be imposed.

## MAIN SCHOOL PROCEDURE

Pick-up for children in Main School (Years 1-6) is at 3pm. All parents/carers will be given a 15-minute grace period on late collection of their child. If your child has still not been collected 15 minutes after school has ended (3:15pm), then a record will be kept.

If late collection occurs 3 times within a half-term, or a child remains uncollected 30+ minutes after pick-up on any occasion, parents will be issued with a written warning. Any subsequent late collection in a half-term will result in a charge of 1000KSh for every 15minute interval that your child remains uncollected.

### **If your child(ren) remains uncollected 30 minutes over the set time:**

The administrator or head teacher will call the emergency contact on your child's registration form. Please note this will only happen if we have been unable to contact you, or you have not contacted the school. You will be issued with a letter informing you that a further late collection will incur a charge.

3:00	Pick-up time
3:15	Children will be taken to the administrator's office. Parents will be contacted. A record will be kept.
	1000Ksh charge for families who have received written warnings.
3:30	Emergency contact will be called. A further 1000Ksh charge will be imposed.

## AFTER-SCHOOL CLUBS PROCEDURE

Pick-up for children in After-School Clubs is at 4pm. All parents/carers will be given a 15-minute grace period on late collection of their child. If your child has still not been collected 15 minutes after their club has ended (4:15pm), then a record will be kept.

If late collection occurs 3 times within a half-term, or a child remains uncollected 30+ minutes after pick-up on any occasion, parents will be issued with a written warning. Any subsequent late collection in a half-term will result in a charge of 1000KSh for every 15minute interval that your child remains uncollected.

### **If your child(ren) remains uncollected 30 minutes over the set time:**

The administrator or head teacher will call the emergency contact on your child's registration form. Please note this will only happen if we have been unable to contact you, or you have not contacted the school. You will be issued with a letter informing you that a further late collection will incur a charge.

4:00	Pick-up time
4:15	Children will be taken to the administrator's office. Parents will be contacted. A record will be kept.
	1000Ksh charge for families who have received written warnings.
4:30	Emergency contact will be called. A further 1000Ksh charge will be imposed.